

1999 - 2000

OCCUPATIONAL OUTLOOK
AND
TRAINING DIRECTORY

***SIERRA, NEVADA, PLACER,
EL DORADO, ALPINE
COUNTIES***

product of:

CALIFORNIA COOPERATIVE OCCUPATIONAL
INFORMATION SYSTEM

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GOLDEN SIERRA JOB TRAINING AGENCY

STATE OF CALIFORNIA
EMPLOYMENT DEVELOPMENT DEPARTMENT

CALIFORNIA OCCUPATIONAL INFORMATION
COORDINATING COMMITTEE

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Table of Contents

Summary of State-wide CCOIS program agencies.....	i
--	----------

Introduction.....	2
--------------------------	----------

1999 Occupational Summaries

Cashiers.....	8
Cooks – Restaurant.....	10
Counter and Rental Clerks.....	12
Forklift Operators.....	14
General Office Clerks.....	16
Home Health Aides.....	18
Internet Web Site Designers/Developers (Webmasters).....	20
Janitors and Cleaners – Except Maids and Housekeeping Cleaners.....	22
Licensed Vocational Nurses.....	24
Machinist.....	26
Maids and Housekeeping Cleaners.....	28
Maintenance Repairers – General Utility.....	30
Medical and Clinical Laboratory Assistants.....	32
Paralegal Personnel.....	34
Physical Therapists.....	36
Sales Agents – Selected Business Services.....	38
Social Workers – Except Medical and Psychiatric.....	40
Software Engineers.....	42
Stock Clerks – Stockroom, Warehouse, Storage Yard.....	44
Tellers.....	46

1998 Occupational Summaries

Accountants and Auditors.....	52
Bookkeeping, Accounting, and Auditing Clerks.....	54
Carpenters.....	56
Child Care Workers.....	58
Clergy.....	60
Cooks – Short Order.....	62
Data Processing Equipment Repairers.....	64
Dental Assistants.....	66
Desktop Publishing – Graphic Designers.....	68
Driver/Sales Workers.....	70
Financial Managers.....	72
Heating, Air Conditioning, and Refrigeration Mechanics and Installers.....	74
Laborers, Landscaping and Groundskeeping.....	76

Loan Officers and Counselors.....	78
Lodging Managers.....	80
Nurse Aides.....	82
Sales Agents and Placers – Insurance.....	84
Secretaries.....	86
Surveyors.....	88
Truck Drivers – Heavy or Tractor Trailer.....	90

1997 Occupational Summaries

Bakers – Bread and Pastry	96
Computer Engineers.....	98
Computer Support Specialists.....	100
Electrical and Electronic Assemblers.....	102
Excavating and Loading Machine Operators.....	104
Firefighters.....	106
First Line Supervisors and Manager/Supervisors.....	108
Food Service Managers.....	110
Hotel Desk Clerks.....	112
Interior Designers.....	114
LAN/WAN Network Managers.....	116
Medical Assistants.....	118
Nursery Workers.....	120
Optometric Assistants.....	122
Registered Nurses.....	124
Secretaries, Legal.....	126
Teachers-Elementary School.....	128
Teachers-Secondary School.....	130
Traffic, Shipping and Receiving Clerks.....	132
Welders and Cutters.....	134

Vocational Training Directory

Community Colleges

Cosumnes River College.....	140
Lake Tahoe Community College.....	141
Sierra College, Nevada County Campus.....	142
Sierra College, Placer County Campus.....	143

Regional Occupational Programs (ROP)

Central Sierra ROP.....	146
49er ROP.....	147

Adult Education

Nevada Union Adult Education.....	150
Placer School for Adults.....	151

Roseville Adult School.....	152
-----------------------------	-----

Private Schools

Aviation & Electronic Schools of America.....	154
The Body Institute.....	154
California College of Ayurveda.....	155
California Motel Training.....	155
California Paralegal College.....	156
Foothills Massage School.....	156
Healing Arts Institute.....	157
Jerry Lee Beauty College.....	157
Lake Tahoe Massage School.....	158
Phillips School of Massage.....	158
Sierra Family Services.....	159
Truckee Tahoe Training.....	159

Appendix

Definitions and Terminology.....	163
Program Methods.....	168
Sample Questionnaires.....	171
Occupations Surveyed 1990 – 1999.....	175

Index of Programs.....	179
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INTRODUCTION

The Labor Market Information and Vocational Training Information in this annual publication have been compiled through a cooperative effort between Golden Sierra Job Training Agency and Labor Market Information Division of the State of California Employment Development Department, as part of the California Cooperative Occupational Information System (CCOIS). Agencies such as California Community Colleges, Council for Private Postsecondary and Vocational Education, California Department of Commerce, Department of Rehabilitation, Department of Social Services, Employment Training Panel, State Department of Education, and State Job Training Coordinating Council have a vital role in the operation of the CCOIS.

Should you have any questions regarding the information in this report, please contact Carol Viola, Golden Sierra Job Training Agency, at (530) 265-3201.

Occupational Outlook Summaries

The information included in the Occupational Outlook summaries is based on confidential surveys with employers within the Golden Sierra area (*Alpine, El Dorado, Nevada, Placer, and Sierra Counties*). The methods used to collect this information were designed and followed with the intention of collecting accurate and unbiased data.

The occupations summarized in this publication are listed in alphabetical order on the Table of Contents page. If you are a first time user of this publication, please read the section in the appendix entitled *Definitions and Terminology*. Those who want a thorough understanding of the data and its strengths and limitations will also want to read the section on *Program Methods*.

The information reported in the occupational summaries can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below:

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.

Program Planning

This report provides local planners and administrators with information on employment and training, as well as occupational size and expected growth rate. Program planners can use this data to evaluate, improve, and eliminate programs or to plan new programs.

Curriculum Design

Training providers can assess and update their curriculums based on current employer needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances of job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

Vocational Training Directory

The Vocational Training Directory is intended to be a “first reference” resource with basic information on vocational training programs available within the Golden Sierra area. It should be a valuable asset to career counselors, vocational planners, recruitment personnel, and others. This directory includes information on training programs offered through Community Colleges, Regional Occupational Programs (ROP’s), Adult Education, and Private Schools. Data was collected for this directory in May of 1999.

The validity of this information is based solely on the honesty of the training provider. Individuals who use this information are encouraged to contact the training provider to verify the accuracy of the information.

We’d like to thank Nevada County artist Gregg Schiffner for the cover photo of the Yuba River.

1999

OCCUPATIONAL SUMMARIES

1999 Occupational Summaries

Cashiers

Cooks – Restaurant

Counter and Rental Clerks

Forklift Operators

General Office Clerks

Home Health Aides

Internet Web Site Designers/Developers (Webmasters)

Janitors and Cleaners

Licensed Vocational Nurses

Machinists

Maids and Housekeeping Cleaners

Maintenance Repairers – General Utility

Medical and Clinical Laboratory Assistants

Paralegal Personnel

Physical Therapists

Sales Agents – Selected Business Services

Social Workers

Software Engineers

Stock Clerks – Stockroom, Warehouse, Storage Yard

Tellers

Cashiers

OES Code 490230

DESCRIPTION

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.71	\$6.50
New Hire, Experienced	\$5.75	\$8.50	\$6.85
Experienced, 3 Yrs w/firm	\$6.25	\$9.75	\$8.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	20%	60%	0%	7%
Dental Insurance	13%	60%	0%	13%
Vision Insurance	13%	33%	0%	40%
Life Insurance	13%	53%	0%	20%
Sick Leave	47%	13%	0%	27%
Vacation	53%	27%	0%	7%
Retirement Plan	20%	53%	0%	13%
Child Care	0%	7%	0%	80%

SIZE OF OCCUPATION

RANGE - Very Large – More than 996 workers

GENDER - Male 32%, Female 68%

SUPPLY AND DEMAND

Firms report it is not difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	29%
Colleges/Universities	0%
Internet	14%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	71%
Newspaper Ads	50%
School/Program Referrals	7%
EDD	21%
In-house Promotion/Transfer	29%
Other	14%

PROJECTIONS

GROWTH RATE - Slower than average
(3.5% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Cashiers, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Grocery stores	33.3%
Eating places	17.7%
Gasoline service stations	12.6%
Drug stores and proprietary stores	7.0%
Amusement and recreation	4.4%
Other	25.0%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	47%
Graveyard.....	13%

HOURS

Almost all employers offer work on a full time basis averaging 39 hours per week. Almost all employers offer work on a part time basis averaging 21 hours per week. Some employers offer work on a seasonal basis averaging 30 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 211.362-010
CA Occupational Guide # 31

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	0%	67%
No	100%	33%

QUALIFICATIONS

Technical: Ability to follow check cashing procedures. Ability to operate a cash register. Record keeping skills. Cash handling skills. Grocery checking skills. Bondable.

Physical: Ability to stand continuously for 2 or more hours.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



■ Less than high school - 60%
■ High school or equivalent - 40%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Cooks - Restaurant

OES Code 650260

DESCRIPTION

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.00	\$6.75
New Hire, Experienced	\$6.00	\$11.50	\$8.00
Experienced, 3 Yrs w/firm	\$7.50	\$13.00	\$10.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	21%	43%	0%	36%
Dental Insurance	14%	36%	0%	50%
Vision Insurance	7%	7%	0%	86%
Life Insurance	0%	21%	0%	79%
Sick Leave	21%	0%	0%	79%
Vacation	43%	7%	0%	50%
Retirement Plan	7%	21%	0%	71%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Very Large – More than 996 workers

GENDER - Male 85%, Female 15%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	67%
Colleges/Universities	7%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	73%
Newspaper Ads	80%
Private Employment Agencies	0%
School/Program Referrals	7%
In-house Promotion/Transfer	27%
Other	7%

PROJECTIONS

GROWTH RATE - Slower than average
(3.0% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Cooks – Restaurant, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Eating places	82.7%
Hotels and motels	9.7%
Other	7.6%

OTHER INFORMATION

SHIFTS

Day.....	87%
Swing.....	93%
Graveyard.....	13%
Other.....	7%

HOURS

Almost all employers offer work on a full time basis averaging 41 hours per week. Many employers offer work on a part time basis averaging 23 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Many employers offer tips and bonuses ranging from \$.02 to \$1.25 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 313.361-014
CA Occupational Guide # 95

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	27%
No	0%	73%

QUALIFICATIONS

Technical: Ability to plan and organize the work of others. Ability to cook ethnic foods. Ability to write effectively. Sauce making skills. Food baking skills. Pastry making skills. Meat carving skills. Food buying skills. Menu planning skills.

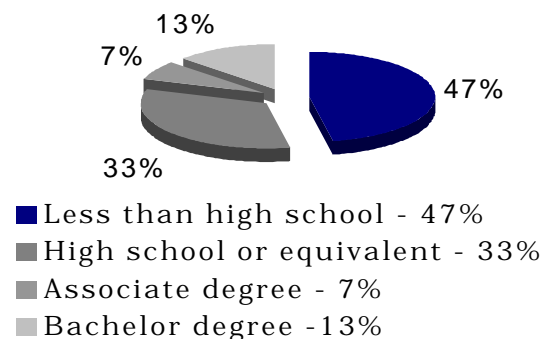
Physical: Ability to pass a pre-employment medical examination. Ability to stand continuously for 2 or more hours. Ability to lift at least 30 lbs. repeatedly.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Counter and Rental Clerks

OES Code 490170

DESCRIPTION

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.00	\$6.00
New Hire, Experienced	\$5.75	\$9.00	\$6.50
Experienced, 3 Yrs w/firm	\$5.75	\$10.00	\$7.50

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	14%	14%	7%	29%
Dental Insurance	7%	7%	7%	43%
Vision Insurance	0%	21%	0%	43%
Life Insurance	14%	7%	0%	43%
Sick Leave	21%	14%	0%	29%
Vacation	21%	7%	0%	36%
Retirement Plan	7%	7%	7%	43%
Child Care	0%	7%	7%	50%

SIZE OF OCCUPATION

RANGE - Large – 460 to 996 workers

GENDER - Male 64%, Female 36%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	71%
Colleges/Universities	12%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	65%
Newspaper Ads	53%
Private Employment Agencies	0%
School/Program Referrals	6%
In-house Promotion/Transfer	24%
Other	12%

PROJECTIONS

GROWTH RATE - Faster than average
(4.4% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Counter and Rental Clerks, cont.

17 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Video tape rental	37.7%
Amusement and recreation	20.3%
Help supply services	5.3%
Drycleaning plants	5.2%
Department stores	4.2%
Other	27.3%

OTHER INFORMATION

SHIFTS

Day.....	94%
Swing.....	41%
Graveyard.....	0%

HOURS

Many employers offer work on a full time basis averaging 41 hours per week. Many employers offer work on a part time basis averaging 20 hours per week. Some employers offer work on a seasonal basis averaging 32 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Few employers offer a bonus from \$.09 to \$.61 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 249.362-010
CA Occupational Guide # 511

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	0%	75%
No	100%	25%

QUALIFICATIONS

Technical: Ability to use a calculator. Ability to operate a cash register. Cash handling skills. Bondable.

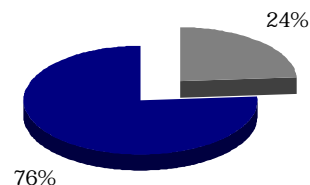
Physical: Ability to stand continuously for 2 or more hours.

Personal: Ability to work independently. Willingness to work with close supervision. Customer service skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



■ Less than high school - 24%
■ High school or equivalent - 76%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Forklift Operators

OES Code 921683999

DESCRIPTION

Forklift Operators operate forklift to push, pull, lift, stack, tier or move products, equipment, or materials in warehouse, storage yard, or factory.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$11.51	\$8.00
New Hire, Experienced	\$6.00	\$13.42	\$8.50
Experienced, 3 Yrs w/firm	\$7.00	\$14.51	\$11.25

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	36%	50%	0%	14%
Dental Insurance	29%	43%	7%	21%
Vision Insurance	14%	21%	7%	57%
Life Insurance	29%	43%	0%	29%
Sick Leave	57%	21%	0%	21%
Vacation	79%	14%	0%	7%
Retirement Plan	36%	43%	7%	14%
Child Care	0%	7%	7%	86%

SIZE OF OCCUPATION

RANGE - Medium - 230 to 459

GENDER - Male 74%, Female 26%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is not difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	40%
Colleges/Universities	0%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	60%
Newspaper Ads	53%
Private Employment Agencies	0%
School/Program Referrals	0%
EDD	20%
In-house Promotion/Transfer	33%

PROJECTIONS

GROWTH RATE - Faster than average
(4.5% annually)

Forklift Operators, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Structural clay products	24.5%
Lumber and other building materials	15.6%
Department stores	9.1%
Sawmills and planing mills	7.0%
Other	43.8%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	20%
Graveyard.....	13%

HOURS

Almost all employers offer work on a full time basis averaging 40 hours per week. Many employers offer work on a part time basis averaging 24 hours per week. Few employers offer work on a temporary/on call basis averaging 25 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employers offer bonuses ranging from \$.05 to \$1.15 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 921.683-050
CA Occupational Guide # 190

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	67%	75%
No	33%	25%

QUALIFICATIONS

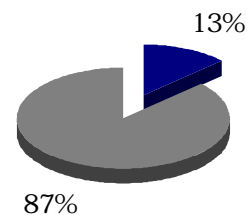
Technical: Ability to follow safe truck operating procedures. Ability to keep accurate records of materials moved. Ability to operate hand or electric pallet jack. Good hand, eye, foot coordination. Knowledge of loading pallets skids and boxes.

Physical: Ability to do physically demanding work. Ability to lift 50 lbs. Ability to pass forklift operators safety test. Possession of a CA drivers license. Clean DMV record.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



■ Less than high school - 13%
■ High school or equivalent - 87%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

General Office Clerks

OES Code 553470

DESCRIPTION

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.20	\$10.29	\$8.75
New Hire, Experienced	\$7.50	\$10.29	\$8.00
Experienced, 3 Yrs w/firm	\$9.00	\$15.62	\$11.00

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.00	\$10.41	\$8.64
New Hire, Experienced	\$7.00	\$11.58	\$9.37
Experienced, 3 Yrs w/firm	\$8.00	\$14.61	\$10.93

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	56%	44%	0%	0%
Dental Insurance	56%	44%	0%	0%
Vision Insurance	44%	33%	6%	17%
Life Insurance	56%	11%	11%	22%
Sick Leave	83%	6%	0%	11%
Vacation	89%	6%	0%	6%
Retirement Plan	50%	28%	11%	11%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Very Large – More than 996 workers

GENDER - Male 4%, Female 96%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter some competition in their job search.

Firms report it is not difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	56%
Colleges/Universities	6%
Internet	22%
Trade Journals	0%
Union Hall Referrals	6%
Walk-in Applicants	39%
Newspaper Ads	94%
Private Employment Agencies	11%
School/Program Referrals	11%
EDD	0%
In-house Promotion/Transfer	50%

PROJECTIONS

GROWTH RATE - Slower than average
(3.0% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

General Office Clerks, cont.

18 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Local government	10.0%
Elementary and secondary schools	6.8%
General medical and surgical hospital	5.7%
Computer terminals	3.1%
Other	74.4%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard.....	0%

HOURS

Almost all employers offer work on a full time basis averaging 40 hours per week. Many employers offer work on a part time basis averaging 21 hours per week. Few employers offer work on a seasonal basis averaging 35 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%,
Many = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 209.562-010
CA Occupational Guide # 295

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	82%	62%
No	18%	38%

QUALIFICATIONS

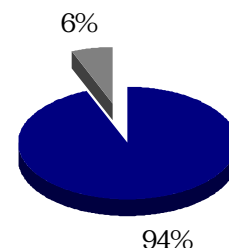
Technical: Ability to operate 10-key adding machine by touch. Ability to operate a transcribing machine. Ability to write effectively. Ability to type at least 45 wpm. Record keeping skills. Alphabetic and numeric filing skills. English grammar, spelling, and punctuation skills. Telephone answering skills.

Personal: Ability to work independently. Ability to perform routine, repetitive work. Public contact skills. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



■ High school or equivalent - 94%
■ Associate Degree - 6%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Home Health Aides

OES Code 660110

DESCRIPTION

Home Health Aides care for elderly, convalescent, or handicapped persons in their homes. They perform duties for patients such as changing bed linens, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.00	\$9.21	\$8.50
New Hire, Experienced	\$7.50	\$10.30	\$8.50
Experienced, 3 Yrs w/firm	\$8.00	\$12.00	\$10.45

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	23%	62%	0%	8%
Dental Insurance	23%	46%	0%	23%
Vision Insurance	23%	38%	0%	31%
Life Insurance	31%	31%	0%	31%
Sick Leave	54%	0%	0%	38%
Vacation	46%	15%	0%	31%
Retirement Plan	23%	46%	8%	15%
Child Care	0%	0%	0%	92%

SIZE OF OCCUPATION

RANGE - Medium – 230 to 459 workers

GENDER - Male 6%, Female 94%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter some competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	71%
Colleges/Universities	0%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	50%
Newspaper Ads	79%
Private Employment Agencies	0%
School/Program Referrals	7%
EDD	14%
In-house Promotion/Transfer	21%

PROJECTIONS

GROWTH RATE - Much faster than average
(7.1% annually)

Home Health Aides, cont.

14 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Home health care services	33.3%
Help supply services	22.2%
General medical and surgical hospitals	15.8%
Residential care	13.8%
Nursing and personal care	6.7%
Other	8.2%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	64%
Graveyard.....	50%
Other.....	7%

HOURS

Most employers offer work on a full time basis averaging 41 hours per week. Most employers offer work on a part time basis averaging 21 hours per week. Many employers offer work on a temporary/on call basis averaging 21 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%,
Many = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 354.377-014
CA Occupational Guide # 461

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	88%	54%
No	12%	46%

QUALIFICATIONS

Technical: Ability to prepare meals. Ability to apply transferring techniques moving patients. Ability to write effectively. Possession of a valid driver's license.

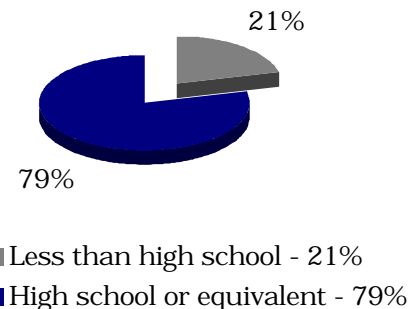
Physical: Ability to pass a pre-employment medical examination.

Personal: Ability to work independently. Willingness to work with close supervision. Possession of a reliable vehicle.

Legally Mandated Requirements: Home Health Aide Certificate (legislation in progress). Certification as a Nursing Assistant.

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Internet Web Site Designers/Developers (Webmasters)

OES Code 031064999

DESCRIPTION

Internet Web Site Designers/Developers (Webmasters) are responsible for managing the content of an organization's Internet web site. Usually using specialized software; they create, design and maintain web pages to communicate an organization's message to Internet users.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$5.75	\$5.75
New Hire, Experienced	\$7.00	\$21.58	\$12.02
Experienced, 3 Yrs w/firm	\$10.00	\$34.52	\$18.59

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	46%	33%	0%	13%
Dental Insurance	40%	33%	0%	20%
Vision Insurance	14%	33%	0%	40%
Life Insurance	40%	13%	0%	40%
Sick Leave	66%	6%	0%	20%
Vacation	73%	6%	0%	13%
Retirement Plan	14%	26%	20%	26%
Child Care	0%	0%	0%	0%

SIZE OF OCCUPATION

RANGE - Medium – 230 to 459 workers

GENDER - Male 100%, Female 0%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	66%
Colleges/Universities	13%
Internet	33%
Trade Journals	6%
Union Hall Referrals	0%
Walk-in Applicants	26%
Newspaper Ads	40%
Private Employment Agencies	20%
School/Program Referrals	0%
EDD	0%
In-house Promotion/Transfer	13%

PROJECTIONS

GROWTH RATE - Much faster than average (18.4% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Internet Designers (Webmasters), cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Computer related services	*
Information retrieval services	*
Computer maintenance and repair	*
Computer programming services	*

* Projections not available as this is a new and emerging occupation.

OTHER INFORMATION

SHIFTS

Day.....	93%
Swing.....	0%
Graveyard.....	0%
Other.....	7%

HOURS

Almost all employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a part time basis averaging 10 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%,
Many = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 030.167-014

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	93%	21%
No	7%	79%

QUALIFICATIONS

Technical: Ability to create web pages using JAVA, HTML, and VRML. Ability to use various database applications. Ability to use various CGI languages (e.g. C, C++, and PERL). Ability to develop various electronic and database linkages. Understanding of various operating systems (e.g. UNIX). Computer graphic design skills. File management skills. Desktop publishing skills.

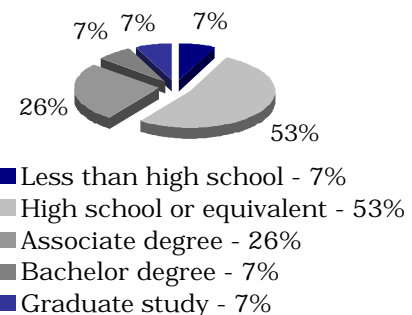
Physical: Ability to sit continuously for 2 or more hours.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Willingness to work as part of a team.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Janitors and Cleaners – Except Maids and Housekeeping

OES Code 670050

DESCRIPTION

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnaces and boilers, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalks.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$10.89	\$9.51
New Hire, Experienced	\$6.26	\$11.64	\$9.59
Experienced, 3 Yrs w/firm	\$7.00	\$14.23	\$11.52

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.72	\$10.89	\$9.57
New Hire, Experienced	\$7.80	\$11.64	\$9.61
Experienced, 3 Yrs w/firm	\$7.80	\$14.23	\$11.69

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	63%	25%	0%	0%
Dental Insurance	56%	25%	0%	6%
Vision Insurance	56%	19%	0%	13%
Life Insurance	31%	6%	13%	38%
Sick Leave	88%	0%	0%	0%
Vacation	88%	0%	0%	0%
Retirement Plan	44%	38%	0%	6%
Child Care	0%	0%	0%	88%

SIZE OF OCCUPATION

RANGE - Very Large – More than 996 workers

GENDER - Male 89%, Female 11%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter some competition in their job search.

Firms report it is not difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	50%
Colleges/Universities	0%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	56%
Newspaper Ads	81%
Private Employment Agencies	0%
School/Program Referrals	13%
In-house Promotion/Transfer	44%
Other	6%

PROJECTIONS

GROWTH RATE - Slower than average
(2.9% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Janitors and Cleaners, cont.

16 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Elementary and secondary schools	23.8%
Building maintenance services	18.5%
Grocery stores	7.8%
Hotels and motels	6.0%
Eating places	5.4%
Other	38.5%

OTHER INFORMATION

SHIFTS

Day.....	88%
Swing.....	63%
Graveyard.....	25%

HOURS

Almost all employers offer work on a full time basis averaging 40 hours per week. Some employers offer work on a part time basis averaging 27 hours per week. Few employers offer work on a temporary/on call basis averaging 30 hours per week. Few employers offer work on a seasonal basis averaging 21 hours per week.

Wages: Few employers offer a shift differential of \$.39 per hour.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%,
Many = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 382.664-010
CA Occupational Guide # 84

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	44%	55%
No	56%	45%

QUALIFICATIONS

Technical: Ability to operate floor polishing equipment. Ability to shampoo carpets. Understanding of cleaning compounds and solutions. Brush painting skills. Lawn and garden care skills. Window washing skills. Pest extermination skills. Painting skills. Ceramic or floor tile repair skills. Carpentry skills. Bondable. Possession of a valid driver's license.

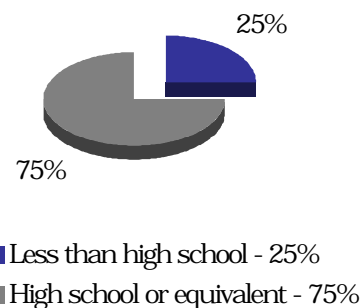
Physical: Ability to lift at least 100 lbs. repeatedly.

Personal: Ability to work independently. Willingness to work with close supervision. Possession of a reliable vehicle.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Licensed Vocational Nurses

OES Code 325050

DESCRIPTION

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$10.00	\$17.00	\$13.50
New Hire, Experienced	\$11.00	\$17.00	\$13.50
Experienced, 3 Yrs w/firm	\$12.00	\$17.48	\$15.00

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$11.78	\$14.25	\$13.55
New Hire, Experienced	\$13.16	\$14.50	\$13.55
Experienced, 3 Yrs w/firm	\$15.05	\$15.26	\$15.25

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	46%	54%	0%	0%
Dental Insurance	38%	46%	0%	15%
Vision Insurance	31%	38%	0%	31%
Life Insurance	23%	46%	8%	23%
Sick Leave	69%	15%	8%	8%
Vacation	69%	15%	8%	8%
Retirement Plan	23%	38%	8%	31%
Child Care	0%	0%	8%	92%

SIZE OF OCCUPATION

RANGE - Very large – More than 996 workers

GENDER - Male 9%, Female 91%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	60%
Colleges/Universities	20%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	67%
Newspaper Ads	100%
Private Employment Agencies	0%
School/Program Referrals	13%
EDD	0%
In-house Promotion/Transfer	7%

PROJECTIONS

GROWTH RATE - Average
(3.6% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Licensed Vocational Nurses, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Skilled nursing care facilities	36.0%
Offices and clinics of medical doctor	23.6%
Home health care services	11.0%
Nursing and personal care	10.7%
General medical and surgical hospital	9.0%
Other	9.7%

OTHER INFORMATION

SHIFTS

Day.....	93%
Swing.....	60%
Graveyard.....	60%
Other.....	7%

HOURS

Almost all employers offer work on a full time basis averaging 39 hours per week. Many employers offer work on a part time basis averaging 25 hours per week. Many employers offer work on a temporary/on call basis averaging 19 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 079.374-014
CA Occupational Guide # 313

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	70%	8%
No	30%	92%

QUALIFICATIONS

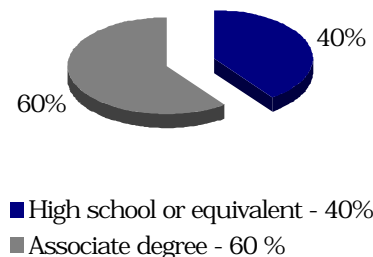
Technical: Ability to complete and explain insurance forms. Ability to follow laboratory procedures. Ability to provide personal services to patients. Ability to administer an electrocardiograph (EKG) test. Ability to administer injections. Ability to apply transferring techniques moving patients. Ability to take vital signs. Ability to detect complications in patients. Ability to write effectively. Knowledge of medical terminology. Understanding of asepsis. Record keeping skills. Blood drawing skills. Inhalation therapy skills.

Personal: Ability to work independently. Ability to handle crisis situations. Willingness to work with close supervision.

Legally Mandated Requirements: LVN License

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Machinists

OES Code 891080

DESCRIPTION

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.50	\$7.50	\$7.13
New Hire, Experienced	\$7.00	\$14.00	\$10.00
Experienced, 3 Yrs w/firm	\$7.75	\$20.00	\$15.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	59%	35%	0%	6%
Dental Insurance	24%	35%	6%	35%
Vision Insurance	12%	12%	0%	76%
Life Insurance	41%	0%	6%	53%
Sick Leave	47%	0%	0%	53%
Vacation	76%	0%	6%	18%
Retirement Plan	24%	6%	18%	53%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Medium – 230 to 459 workers

GENDER - Male 97%, Female 3%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter some competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter some competition in their job search.

HIRING METHODS

Employee Referrals	71%
Colleges/Universities	0%
Internet	12%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	41%
Newspaper Ads	76%
Private Employment Agencies	12%
School/Program Referrals	12%
In-house Promotion/Transfer	12%
Other	6%

PROJECTIONS

GROWTH RATE - Much faster than average
(6.6% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Machinists, cont.

17 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Industrial machinery	30.6%
Electronic components	14.5%
Hand and edge tools	13.7%
Railroad transportation	3.7%
Machine tool accessories	3.2%
Other	34.3%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	41%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 42 hours per week. Few employers offer work on a part time basis averaging 25 hours per week. Few employers offer work on a temporary/on call basis averaging 20 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Few employers offer a bonus ranging from \$.57 to \$.87 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 600.260-022
CA Occupational Guide # 9

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	87%	60%
No	13%	40%

QUALIFICATIONS

Technical: Ability to operate numerically controlled (NC) machines. Ability to read blueprints. Ability to use hand tools. Ability to operate computer numerically controlled machines. Ability to use precision tools. Ability to write effectively. Understanding of military specifications. Shop math skills.

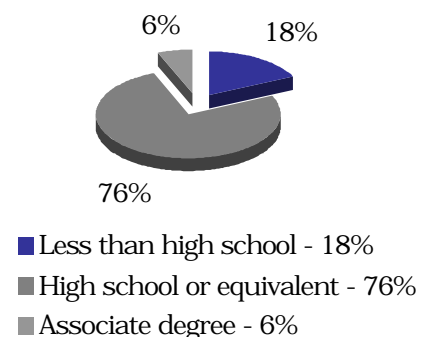
Physical: Ability to stand continuously for 2 or more hours. Ability to perform precision work. Ability to lift at least 50 lbs. repeatedly.

Personal: Ability to provide own hand tools. Ability to work independently. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Maids and Housekeeping Cleaners

OES Code 670020

DESCRIPTION

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.00	\$6.25
New Hire, Experienced	\$5.75	\$9.00	\$6.50
Experienced, 3 Yrs w/firm	\$5.75	\$10.50	\$7.50

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	13%	47%	0%	20%
Dental Insurance	13%	40%	0%	33%
Vision Insurance	20%	0%	7%	60%
Life Insurance	27%	27%	0%	33%
Sick Leave	40%	0%	0%	40%
Vacation	67%	0%	0%	13%
Retirement Plan	20%	7%	0%	60%
Child Care	0%	0%	0%	80%

SIZE OF OCCUPATION

RANGE - Very Large – More than 996 workers

GENDER - Male 28%, Female 72%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter some competition in their job search.

HIRING METHODS

Employee Referrals	86%
Colleges/Universities	0%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	64%
Newspaper Ads	79%
Private Employment Agencies	0%
School/Program Referrals	7%
In-house Promotion/Transfer	7%
Other	14%

PROJECTIONS

GROWTH RATE - Slower than average
(3.2% annually)

Maids and Housekeeping Cleaners, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Hotels and motels	54.9%
Skilled nursing care facilities	12.1%
General medical and surgical hospitals	7.4%
Building maintenance services	6.2%
Other	19.4%

OTHER INFORMATION

SHIFTS

Day.....	93%
Swing.....	67%
Graveyard.....	7%

HOURS

Almost all employers offer work on a full time basis averaging 38 hours per week. Most employers offer work on a part time basis averaging 21 hours per week. Few employers offer work on a seasonal basis averaging 37 hours per week.

Wages: Some employers offer bonuses and tips ranging from \$.27 to \$.70 per hour.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 323.687-014
CA Occupational Guide # 531

EMPLOYER REQUIREMENTS

EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as a Substitute for Experience</i>
Yes	0%	57%
No	100%	43%

QUALIFICATIONS

Technical: Ability to operate commercial laundry machines. Ability to operate commercial vacuum cleaners. Ability to administer emergency first aid. Understanding of cleaning compounds and solutions. Bondable.

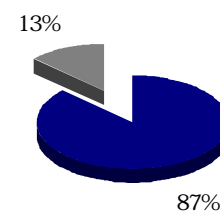
Physical: Ability to stand for prolonged periods. Ability to lift at least 50 lbs. repeatedly.

Personal: Ability to work independently. Willingness to work with close supervision. Possession of a reliable vehicle.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- Less than high school - 87%
- High school or equivalent - 13%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Maintenance Repairers – General Utility

OES Code 851320

DESCRIPTION

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.00	\$8.00
New Hire, Experienced	\$7.00	\$11.75	\$8.80
Experienced, 3 Yrs w/firm	\$10.50	\$15.00	\$11.56

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$10.57	\$12.90	\$11.50
New Hire, Experienced	\$10.57	\$15.92	\$12.78
Experienced, 3 Yrs w/firm	\$12.56	\$18.99	\$14.28

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	76%	24%	0%	0%
Dental Insurance	65%	35%	0%	0%
Vision Insurance	65%	29%	0%	6%
Life Insurance	65%	0%	12%	24%
Sick Leave	94%	0%	0%	6%
Vacation	94%	0%	0%	6%
Retirement Plan	53%	35%	6%	6%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Very Large – More than 996 workers

GENDER - Male 96%, Female 4%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter some competition in their job search.

Firms report it is not difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	44%
Colleges/Universities	0%
Internet	0%
Trade Journals	13%
Union Hall Referrals	0%
Walk-in Applicants	63%
Newspaper Ads	94%
Private Employment Agencies	0%
School/Program Referrals	0%
EDD	0%
In-house Promotion/Transfer	63%

PROJECTIONS

GROWTH RATE - Faster than average
(4.4% annually)

Maintenance Repairers, cont.

17 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Elementary and secondary schools	13.2%
Real estate agents and managers	7.4%
Single-family housing construction	6.0%
Local government	5.9%
Hotels and motels	5.8%
Other	61.7%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	12%
Graveyard.....	6%

HOURS

All employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Few employers offer overtime of \$15.90 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 899.261-014

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	82%	67%
No	18%	33%

QUALIFICATIONS

Technical: Ability to read blueprints. Ability to operate power hand tools. Ability to repair and install heating and air conditioning systems. Ability to do cement work. Swimming pool maintenance skills. Record keeping skills. Arc welding skills. Gas welding skills. Painting skills. Carpentry skills. Electrical repair skills. Plumbing repair skills.

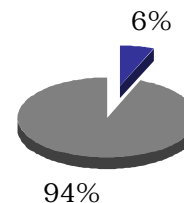
Physical: Ability to lift at least 50 lbs. repeatedly.

Personal: Ability to work independently. Ability to provide own hand tools. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- Less than high school - 6%
- High school or equivalent - 94%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Medical and Clinical Laboratory Assistants

OES Code 329050

DESCRIPTION

Medical and Clinical Laboratory Assistants perform routine tasks in a medical laboratory. They may set up and operate automated equipment which does not require interpretation or judgment to read the results. They may label, centrifuge, and transfer specimens; transcribe results; and prepare culture media and reagents. They may also perform venipuncture if certified to do so. They work under the supervision of a Medical Laboratory Technologist.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.50	\$10.66	\$9.10
New Hire, Experienced	\$8.00	\$11.19	\$10.00
Experienced, 3 Yrs w/firm	\$10.00	\$13.00	\$11.49

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	50%	38%	0%	0%
Dental Insurance	38%	38%	0%	13%
Vision Insurance	13%	38%	0%	38%
Life Insurance	38%	25%	0%	25%
Sick Leave	75%	0%	0%	13%
Vacation	88%	0%	0%	0%
Retirement Plan	50%	25%	0%	13%
Child Care	0%	0%	0%	88%

SIZE OF OCCUPATION

RANGE - Small – Less than 230 workers

GENDER - Male 22%, Female 78%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter some competition in their job search.

HIRING METHODS

Employee Referrals	44%
Colleges/Universities	11%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	56%
Newspaper Ads	89%
Private Employment Agencies	22%
School/Program Referrals	22%
EDD	11%
In-house Promotion/Transfer	0%

PROJECTIONS

GROWTH RATE - Slower than average
(2.9% annually)

Medical and Clinical Laboratory Assistants, cont.

9 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

General medical and surgical hospital	41.7%
Medical laboratories	26.7%
Offices and clinics of medical doctors	23.3%
Specialty outpatient clinics	5.0%
Other	3.3%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	22%
Graveyard.....	11%

HOURS

Most employers offer work on a full time basis averaging 40 hours per week. Some employers offer work on a part time basis averaging 20 hours per week. Few employers offer work on a temporary/on call basis averaging 4 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%,
Many = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 079.362-010
CA Occupational Guide # 33

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Experience
Yes	84% 16%	38%

QUALIFICATIONS

Ability to operate precision laboratory equipment. Ability to apply sterilization techniques.

Ability to write effectively. Knowledge of medical skills.

Physical:

time. Ability to sit continuously for 2 or more hours. Possession of good color perception.

Ability to pay attention to detail. Ability to work independently. Willingness to work with

Legally Mandated Requirements:

EDUCATION

Surveyed employers reported the following



100%

High school or equivalent - 100%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Paralegal Personnel

OES Code 283050

DESCRIPTION

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$11.00	\$9.61
New Hire, Experienced	\$8.50	\$14.38	\$11.99
Experienced, 3 Yrs w/firm	\$12.00	\$18.41	\$15.00

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$10.61	\$10.61	\$10.61
New Hire, Experienced	\$11.48	\$22.99	\$13.69
Experienced, 3 Yrs w/firm	\$16.09	\$26.59	\$16.64

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	53%	20%	0%	27%
Dental Insurance	33%	13%	0%	53%
Vision Insurance	40%	0%	0%	60%
Life Insurance	27%	0%	0%	73%
Sick Leave	73%	0%	0%	27%
Vacation	93%	0%	0%	7%
Retirement Plan	33%	13%	0%	53%
Child Care	0%	7%	0%	93%

SIZE OF OCCUPATION

RANGE - Small – less than 230 workers

GENDER - Male 20%, Female 80%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	29%
Colleges/Universities	7%
Internet	14%
Trade Journals	50%
Union Hall Referrals	0%
Walk-in Applicants	7%
Newspaper Ads	93%
Private Employment Agencies	0%
School/Program Referrals	14%
In-house Promotion/Transfer	21%
Other	7%

PROJECTIONS

GROWTH RATE - Faster than average
(4.8% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Paralegal Personnel, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Local government	39.3%
Legal services	29.8%
Investment advice	19.0%
Title insurance	9.5%
Other	2.4%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 41 hours per week. Few employers offer work on a part time basis averaging 29 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employers give a bonus ranging from \$.22 to \$2.40 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 119.267-026
CA Occupational Guide # 464

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	78%	38%
No	22%	62%

QUALIFICATIONS

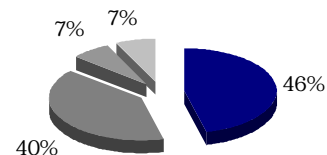
Technical: Ability to write effectively. Understanding of court proceedings. Understanding of legal terms. Investigative research skills. Record keeping skills. Problem solving skills.

Personal:. Ability to read and comprehend information quickly. Ability to work independently. Ability to work under pressure. Willingness to work with close supervision.

Legally Mandated Requirements: Four year degree or a Paralegal Certificate.

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



- High school or equivalent - 46%
- Associate degree - 40%
- Bachelor degree - 7%
- Graduate study - 7%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Physical Therapists

OES Code 323080

DESCRIPTION

Physical Therapists apply techniques and treatments that help relieve pain, increase the patient's strength, and decrease or prevent deformity and crippling.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$19.18	\$20.00	\$19.50
New Hire, Experienced	\$16.78	\$30.00	\$22.00
Experienced, 3 Yrs w/firm	\$21.58	\$40.00	\$29.00

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	19%	31%	0%	25%
Dental Insurance	25%	25%	0%	25%
Vision Insurance	13%	19%	0%	44%
Life Insurance	25%	13%	0%	38%
Sick Leave	56%	0%	0%	19%
Vacation	63%	0%	0%	13%
Retirement Plan	6%	44%	0%	25%
Child Care	0%	0%	6%	69%

SIZE OF OCCUPATION

RANGE - Small – less than 230 workers

GENDER - Male 31%, Female 69%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter some competition in their job search.

Firms report it is not difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	47%
Colleges/Universities	13%
Internet	13%
Trade Journals	27%
Union Hall Referrals	0%
Walk-in Applicants	40%
Newspaper Ads	40%
Private Employment Agencies	13%
School/Program Referrals	20%
EDD	0%
Other	27%

PROJECTIONS

GROWTH RATE - Faster than average
(4.8% annually)

Physical Therapists, cont.

17 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Offices of health practitioners	46.7%
Home health care services	15.6%
Offices and clinics of medical doctors	12.6%
General medical and surgical hospitals	11.6%
Offices and clinics of chiropractor	7.5%
Other	6.0%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	0%
Graveyard.....	0%

HOURS

Most employers offer work on a full time basis averaging 39 hours per week. Many employers offer work on a part time basis averaging 24 hours per week. Many employers offer work on a temporary/on call basis averaging 8 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Few employers offer a bonus ranging from \$.13 to \$.16 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 076.121-014
CA Occupational Guide # 117

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	12%
No	0%	88%

QUALIFICATIONS

Technical: Ability to write effectively. Knowledge of geriatrics. Knowledge of pediatrics. Knowledge of sports medicine. Knowledge of cardiac rehabilitation. Record keeping skills. Problem solving skills.

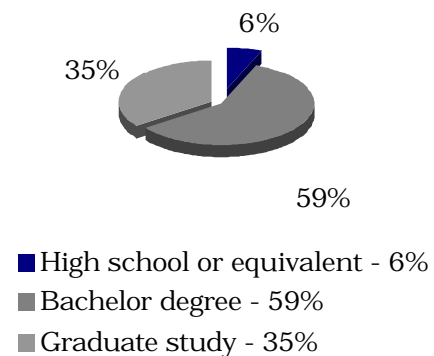
Physical: Manual dexterity.

Personal: Ability to work as part of a team. Ability to work independently. Willingness to work with close supervision. Possession of mechanical aptitude.

Legally Mandated Requirements: Physical Therapy License

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Sales Agents – Selected Business Services

OES Code 430170

DESCRIPTION

Selected Business Services Sales Agents sell selected services such as building maintenance, credit reporting, bookkeeping, security, printing, and storage space. Sales agents who primarily sell advertising, insurance, financial, and real estate services are not included.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.50	\$14.38	\$8.00
New Hire, Experienced	\$6.14	\$17.26	\$10.87
Experienced, 3 Yrs w/firm	\$7.67	\$23.01	\$13.93

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	44%	19%	0%	38%
Dental Insurance	25%	25%	0%	50%
Vision Insurance	19%	13%	6%	63%
Life Insurance	31%	13%	0%	56%
Sick Leave	81%	0%	0%	19%
Vacation	88%	0%	0%	13%
Retirement Plan	25%	6%	19%	50%
Child Care	0%	0%	13%	88%

SIZE OF OCCUPATION

RANGE - Medium – 230 to 459 workers

GENDER - Male 63%, Female 37%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	47%
Colleges/Universities	0%
Internet	7%
Trade Journals	13%
Union Hall Referrals	0%
Walk-in Applicants	27%
Newspaper Ads	67%
Private Employment Agencies	0%
School/Program Referrals	13%
In-house Promotion/Transfer	40%
Other	20%

PROJECTIONS

GROWTH RATE - Faster than average
(4.8% annually)

Sales Agents, cont.

16 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Telephone communications	23.9%
Business services	13.8%
Employment agencies	8.0%
Hotels and motels	6.2%
Building maintenance services	6.2%
Other	41.9%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	6%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 40 hours per week. Some employers offer work on part time basis averaging 18 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Most employers offer a bonus or commission ranging from \$.29 to \$12.95 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 251.357-010

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	25%
No	0%	75%

QUALIFICATIONS

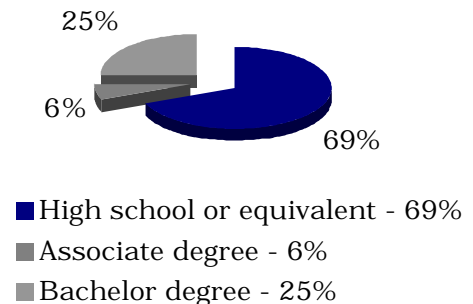
Technical: Ability to apply sales techniques. Ability to prepare and arrange sales contracts. Ability to write effectively. Ability to demonstrate knowledge of specific products. Understanding of inventory techniques. Business math skills. Report writing skills. Record keeping skills. Telephone sales skills. Verbal presentation skills.

Personal: Ability to work independently. Ability to work under pressure. Willingness to travel. Public contact skills. Possession of a reliable vehicle. Possession of a good DMV driving record.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Social Workers – Except Medical and Psychiatric

OES Code 273050

DESCRIPTION

Social Workers, Except Medical and Psychiatric, counsel and aid individuals and families requiring social service assistance. Included are Community Organization Social Workers who plan, organize, and work with community groups to solve problems. Not included are Workers who are primarily Medical, Psychiatric, or Chemical Dependency Social Workers.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$9.00	\$14.61	\$13.46
New Hire, Experienced	\$8.97	\$17.95	\$14.38
Experienced, 3 Yrs w/firm	\$12.00	\$21.15	\$16.30

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	47%	33%	0%	7%
Dental Insurance	40%	27%	0%	20%
Vision Insurance	27%	20%	0%	40%
Life Insurance	33%	13%	0%	40%
Sick Leave	67%	7%	0%	13%
Vacation	80%	7%	0%	0%
Retirement Plan	20%	27%	13%	27%
Child Care	0%	13%	7%	67%

SIZE OF OCCUPATION

RANGE - Medium – 230 to 459 workers

GENDER - Male 24%, Female 76%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter a very competitive job market.

HIRING METHODS

Employee Referrals	67%
Colleges/Universities	47%
Internet	0%
Trade Journals	7%
Union Hall Referrals	0%
Walk-in Applicants	0%
Newspaper Ads	87%
School/Program Referrals	7%
EDD	7%
In-house Promotion/Transfer	20%
Other	7%

PROJECTIONS

GROWTH RATE - Slower than average
(2.6% annually)

Social Workers, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Individual and family services	39.0%
Local government	27.7%
Residential Care	8.3%
State government	7.2%
Other	17.8%

OTHER INFORMATION

SHIFTS

Day.....	93%
Swing.....	27%
Graveyard.....	7%

HOURS

Almost all employers offer work on a full time basis averaging 41 hours per week. Most employers offer work on a part time basis averaging 21 hours per week. Few employers offer work on a temporary/on call basis averaging 20 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

OTHER RELATED INFORMATION SOURCES

DOT Code # 195.107-010
CA Occupational Guide # 122

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	89%	29%
No	11%	71%

QUALIFICATIONS

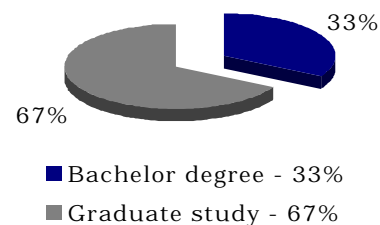
Technical: Ability to interview others for information. Ability to write effectively. Knowledge of veterans services. Knowledge of protective services for children and adults. Knowledge of family social work. Understanding of court proceedings. Record keeping skills. Vocational counseling skills. Possession of a valid driver's license.

Personal: Ability to handle crisis situations. Ability to apply complex rules and regulations. Ability to work independently. Understanding of a variety of cultures. Willingness to work with close supervision. Leadership skills. Possession of a clean police record.

Legally Mandated Requirements: Clinical Social Worker License

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Software Engineers

OES Code 030062999

DESCRIPTION

Software Engineers research, design, and develop computer software systems in conjunction with hardware product development, applying principles and techniques of computer science, engineering, and mathematical analysis. They consult with hardware engineers and other engineering staff to evaluate interface between hardware and software, and operational and performance requirements of overall system. They formulate and design software systems to predict and measure outcome and consequences of design. They develop and direct software system testing procedures, programming, and documentation.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$12.00	\$12.00	\$12.00
New Hire, Experienced	\$14.00	\$45.55	\$20.79
Experienced, 3 Yrs w/firm	\$19.18	\$45.31	\$28.77

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	69%	31%	0%	0%
Dental Insurance	44%	25%	0%	31%
Vision Insurance	25%	25%	0%	50%
Life Insurance	50%	13%	6%	31%
Sick Leave	94%	6%	0%	0%
Vacation	94%	6%	0%	0%
Retirement Plan	25%	19%	25%	31%
Child Care	6%	0%	6%	88%

SIZE OF OCCUPATION

RANGE - Large – 460 to 996 workers

GENDER - Male 95%, Female 5%

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is very difficult to find qualified applicants who have no prior experience. Applicants encounter little competition in their job search.

HIRING METHODS

Employee Referrals	63%
Colleges/Universities	19%
Internet	38%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	19%
Newspaper Ads	50%
Private Employment Agencies	25%
School/Program Referrals	6%
In-house Promotion/Transfer	6%
Other	19%

PROJECTIONS

GROWTH RATE - Much faster than average
(17.4% annually)

Software Engineers, cont.

16 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Electronic computers	44.5%
Computer peripheral equipment	27.0%
Prepackaged software	7.7%
Computer programming services	6.4%
Other	14.4%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	13%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 43 hours per week. Few employers offer work on a temporary/on call basis averaging 4 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Few employers offer a bonus ranging from \$.04 to \$9.59 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 030.062-010

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	94%	40%
No	6%	60%

QUALIFICATIONS

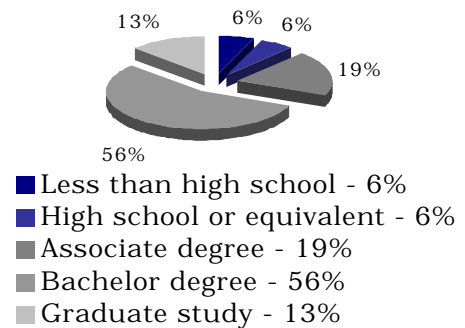
Technical: Ability to design programs. Ability to write software programs in real time environment. Ability to write software program specifications. Ability to fix bugs in software. Ability to develop automated test tools. Ability to use personal computer and assorted software. Ability to communicate technical material in written and verbal form. Knowledge of various programming languages and operating systems, including C, C++, UNIX, Windows platform, HTML, TCP/IP and GUI. Knowledge of computer engineering and electronics. Database software skills.

Personal: Ability to work with other engineers as a team member. Ability to work independently. Willingness to work with close supervision. Ability to work under pressure.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Stock Clerks – Stockroom, Warehouse, Storage Yard

OES Code 580230

DESCRIPTION

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Not included are Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.50	\$6.00
New Hire, Experienced	\$6.25	\$9.00	\$7.50
Experienced, 3 Yrs w/firm	\$8.00	\$11.50	\$10.00

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.50	\$8.71	\$7.53
New Hire, Experienced	\$7.56	\$15.50	\$10.00
Experienced, 3 Yrs w/firm	\$13.00	\$16.96	\$16.50

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	50%	50%	0%	0%
Dental Insurance	50%	36%	0%	14%
Vision Insurance	50%	29%	0%	21%
Life Insurance	50%	21%	0%	29%
Sick Leave	79%	7%	0%	14%
Vacation	86%	7%	0%	7%
Retirement Plan	50%	36%	0%	14%
Child Care	0%	0%	0%	100%

SIZE OF OCCUPATION

RANGE - Large – 460 to 996 workers

GENDER - Male 77%, Female 23%

SUPPLY AND DEMAND

Firms report it is moderately difficult to find qualified applicants who have prior experience. Applicants encounter some competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter some competition in their job search.

HIRING METHODS

Employee Referrals	66%
Colleges/Universities	0%
Internet	8%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	58%
Newspaper Ads	50%
Private Employment Agencies	0%
School/Program Referrals	0%
EDD	8%
In-house Promotion/Transfer	33%

PROJECTIONS

GROWTH RATE - Average
(3.6% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Stock Clerks, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

Grocery stores	9.0%
Lumber and other building materials	8.3%
General medical and surgical hospitals	5.9%
Computer terminals	4.2%
Other	72.6%

OTHER INFORMATION

SHIFTS

Day.....	80%
Swing.....	20%
Graveyard.....	33%

HOURS

All employers offer work on a full time basis averaging 40 hours per week. Many employers offer work on a part time basis averaging 18 hours per week. Few employers offer work on a seasonal basis averaging 3 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employers offer a bonus of \$.05 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 922.687-058
CA Occupational Guide # 63

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	37%	45%
No	63%	55%

QUALIFICATIONS

Technical: Ability to operate a forklift. Ability to stock shelves. Understanding of inventory techniques. Record keeping skills. Labeling skills. Bondable. Possession of a valid Class B driver's license.

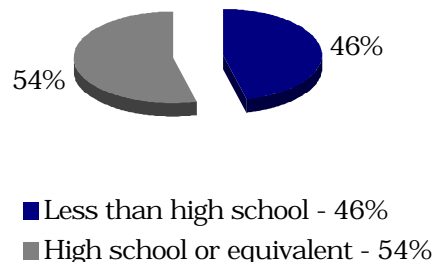
Physical: Ability to lift at least 50 lbs. repeatedly.

Personal: Ability to work independently. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Tellers

OES Code 531020

DESCRIPTION

Tellers receive and pay out money, and keep records of money and negotiable instruments involved in various financial institutions' transactions.

WAGES AND BENEFITS

WAGES

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.63	\$7.00
New Hire, Experienced	\$6.50	\$10.00	\$8.25
Experienced, 3 Yrs w/firm	\$7.27	\$11.00	\$9.18

BENEFITS – Full-time Employment

	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	20%	80%	0%	0%
Dental Insurance	27%	73%	7%	0%
Vision Insurance	27%	53%	13%	13%
Life Insurance	47%	40%	0%	13%
Sick Leave	67%	27%	0%	7%
Vacation	73%	27%	0%	0%
Retirement Plan	27%	47%	13%	13%
Child Care	0%	13%	0%	87%

SIZE OF OCCUPATION

RANGE - Large – 460 to 996 workers

GENDER - Male 7%, Female 93%

SUPPLY AND DEMAND

Firms report it is very difficult to find qualified applicants who have prior experience. Applicants encounter little competition in their job search.

Firms report it is moderately difficult to find qualified applicants who have no prior experience. Applicants encounter some competition in their job search.

HIRING METHODS

Employee Referrals	73%
Colleges/Universities	20%
Internet	0%
Trade Journals	0%
Union Hall Referrals	0%
Walk-in Applicants	60%
Newspaper Ads	60%
Private Employment Agencies	0%
School/Program Referrals	20%
Other	7%
In-house Promotion/Transfer	40%

PROJECTIONS

GROWTH RATE - Slow decline
(-2.4% annually)

Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Tellers, cont.

15 Firms Responding

Surveyed Summer 1999

WHERE THE JOBS ARE

National commercial banks	49.9%
State commercial banks	26.4%
Savings institutions	14.1%
Other	9.6%

OTHER INFORMATION

SHIFTS

Day.....	100%
Swing.....	7%
Graveyard.....	0%

HOURS

All employers offer work on a full time basis averaging 40 hours per week. Almost all employers offer work on a part time basis averaging 26 hours per week. Some employers offer work on a temporary/on call basis averaging 26 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Many employers offer a bonus or sales referral of \$.07 to \$1.44 per hour.

OTHER RELATED INFORMATION SOURCES

DOT Code # 211.362-018
CA Occupational Guide # 109

EMPLOYER REQUIREMENTS

EXPERIENCE

	Work Experience Required	Training as a Substitute for Experience
Yes	29%	70%
No	71%	30%

QUALIFICATIONS

Technical: Ability to operate 10-key adding machine by touch. Ability to write effectively. Ability to type at least 30 wpm. Record keeping skills. Alphabetic and numeric filing skills. Cash handling skills. Bondable.

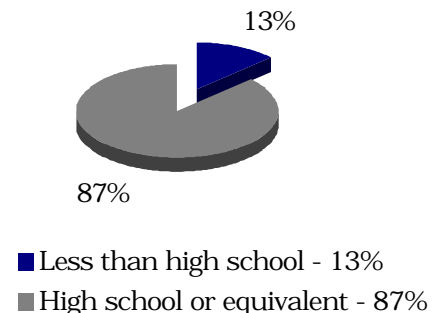
Physical: Ability to stand continuously for 2 or more hours.

Personal: Ability to perform routine, repetitive work. Ability to work independently. Willingness to work with close supervision. Customer service skills.

Legally Mandated Requirements: None identified

EDUCATION

Surveyed employers reported the following educational levels required for recent hires:



Golden Sierra Job Training Agency - Alpine, El Dorado, Nevada, Placer, and Sierra Counties

1998

OCCUPATIONAL SUMMARIES

1998 Occupational Summaries

Accountants and Auditors

Bookkeeping, Accounting, and Auditing Clerks

Carpenters

Child Care Workers

Clergy

Cooks – Short Order

Data Processing Equipment Repairers

Dental Assistants

Desktop Publishing – Graphic Designers

Driver/Sales Workers

Financial Managers

Heating, Air Conditioning, and Refrigeration Mechanics and Installers

Laborers, Landscaping and Groundskeeping

Loan Officers and Counselors

Lodging Managers

Nurse Aides

Sales Agents and Placers – Insurance

Secretaries

Surveyors

Truck Drivers – Heavy or Tractor Trailer

ACCOUNTANTS AND AUDITORS

OES CODE 211140

DESCRIPTION

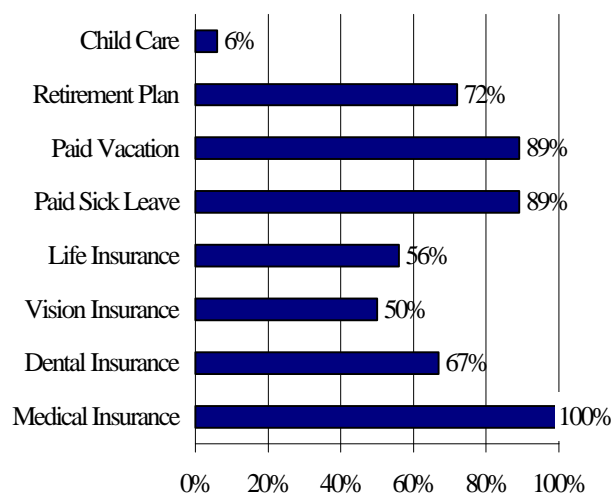
Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

SIZE OF OCCUPATION

Large - 444 to 962 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.67	\$19.36	\$11.32
New Hire, Experienced	\$9.59	\$29.62	\$15.41
Experienced, 3 Yrs w/firm	\$11.99	\$32.73	\$18.86

QUALIFICATIONS

Technical: Ability to conduct an audit. Ability to use accounting software. Ability to write effectively. Business math skills. Government accounting skills. Cost accounting skills. Tax accounting skills. Estate planning skills. Financial planning skills. Verbal presentation skills. Problem solving skills. Bondable.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Customer service skills.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Accountants and Auditors

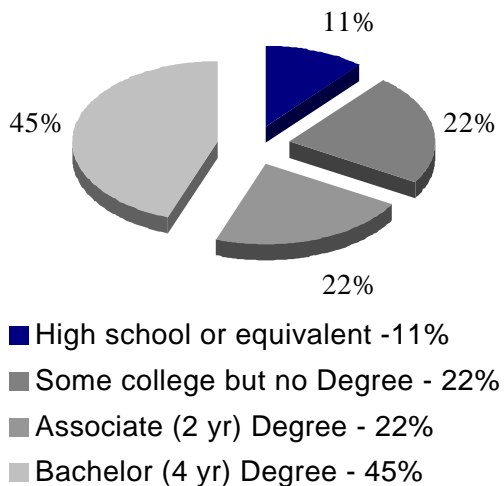
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	61%	0%
Usually	22%	6%
Sometimes	17%	77%
Never	0%	17%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Faster than average growth rate
(4.7 % annually)

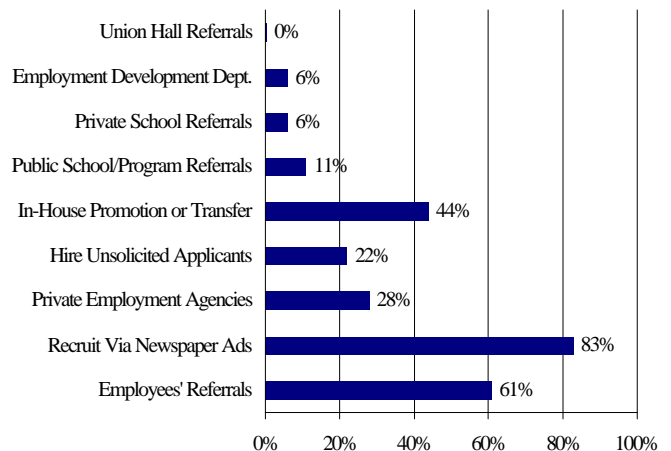
OTHER INFORMATION

Hours: Almost all employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a part time basis averaging 27 hours per week. Few employers offer work on a seasonal basis averaging 50 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Employees in this occupation: Male 33% and Female 67%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 160.162-018. CA Occupational Guide # 1.

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS

OES CODE 553380

DESCRIPTION

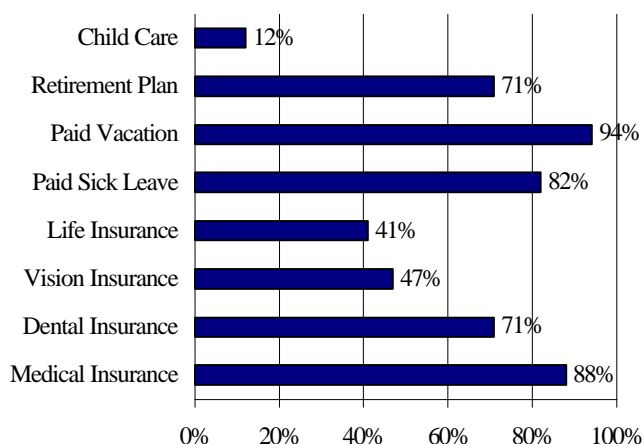
Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines.

SIZE OF OCCUPATION

Very Large - More than 962 Workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

Experience	Low	High	Median
New Hire, No Experience	\$5.75	\$11.99	\$7.50
New Hire, Experienced	\$6.89	\$14.38	\$10.00
Experienced, 3 Yrs w/firm	\$8.50	\$15.58	\$12.60

QUALIFICATIONS

Technical: Ability to conduct an audit. Ability to operate 10-key adding machine by touch. Ability to use spreadsheet software. Ability to use word processing software. Ability to use database software. Ability to write effectively. Accounting skills. Bookkeeping skills. Payroll processing skills. Telephone answering skills. Bondable.

Personal: Ability to perform routine, repetitive work. Ability to pay attention to detail. Ability to work independently. Willingness to work with close supervision. Public contact skills.

SUPPLY AND DEMAND

Experienced: Firms report little difficulty in finding experienced applicants. Job market is competitive.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers

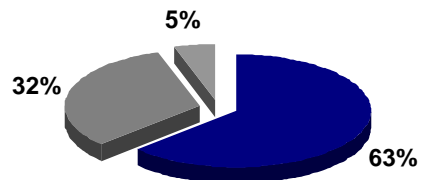
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	48%	0%
Usually	26%	16%
Sometimes	26%	68%
Never	0%	16%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



- High school or equivalent - 63%
- Some college but no Degree - 32%
- Associate (2 yr) Degree - 5%

EMPLOYMENT TRENDS

Slower than average growth rate
(1.9 % annually)

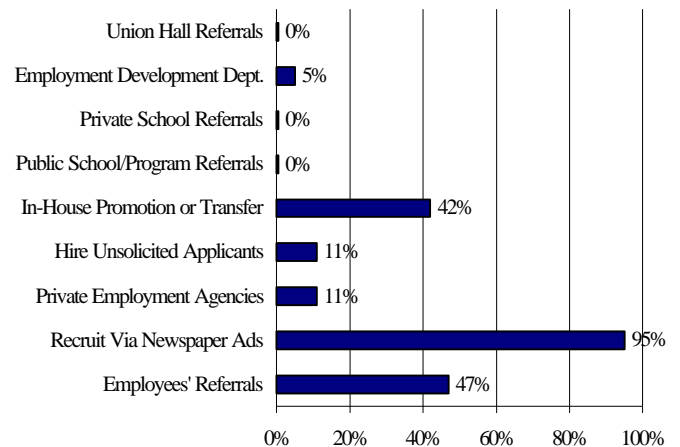
OTHER INFORMATION

Hours: Most employers offer work on a full time basis averaging 40 hours per week. Some employers offer work on a part time basis averaging 24 hours per week. Few employers offer work on a temporary/on call basis averaging 38 hours per week. Few employers offer work on a seasonal basis averaging 42 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Employees in this occupation: Male 7% and Female 93%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 210.382-014. CA Occupational Guide # 26.

CARPENTERS

OES CODE 871020

DESCRIPTION

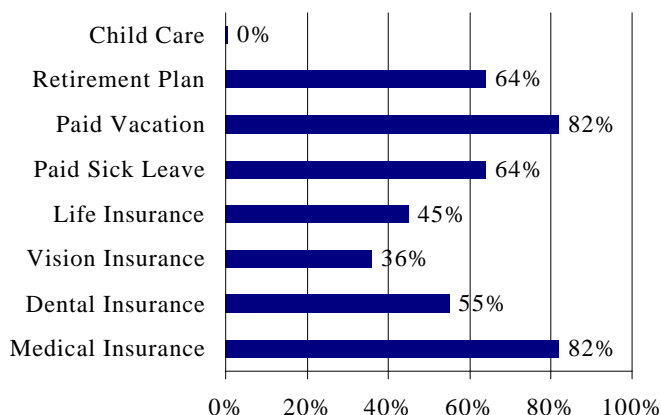
Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Does not include Cabinetmakers and Bench Carpenters.

SIZE OF OCCUPATION

Very Large - More than 962 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

WAGES

<i>Non-Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.25	\$9.00	\$8.40
New Hire, Experienced	\$8.25	\$20.00	\$15.00
Experienced, 3 Yrs w/firm	\$11.00	\$30.00	\$20.00

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$12.45	\$10.99
New Hire, Experienced	\$11.85	\$22.00	\$12.96
Experienced, 3 Yrs w/firm	\$13.72	\$25.00	\$14.96

QUALIFICATIONS

Technical: Ability to read blueprints. Ability to use drafting tools. Ability to provide own hand tools. Shop math skills. Cost estimating skills. Finish carpentry skills. Rough carpentry skills. Drywall installation and repair skills.

Physical: Ability to climb to high places. Ability to perform strenuous, physically demanding work. Ability to lift at least 50 lbs. repeatedly. Possession of agility and coordination.

Personal: Ability to work independently. Willingness to work with close supervision. Possession of a reliable vehicle. Possession of a good DMV driving record.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Carpenters

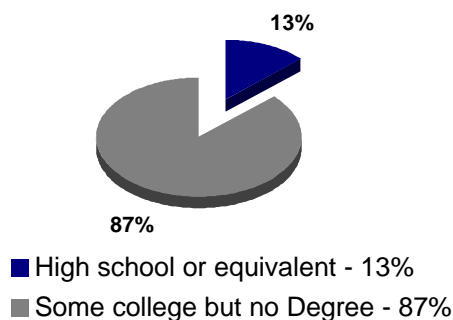
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	60%	0%
Usually	33%	13%
Sometimes	7%	33%
Never	0%	54%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Much faster than average growth rate
(6.3 % annually)

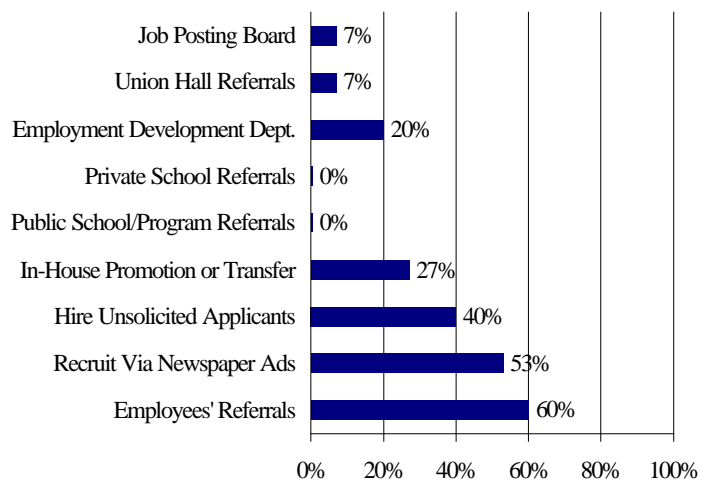
OTHER INFORMATION

Hours: All employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a temporary/on call basis averaging 25 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Employees in this occupation: Male 99% and Female 1%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 860.381-022. CA Occupational Guide # 169.

CHILD CARE WORKERS

OES CODE 680380

DESCRIPTION

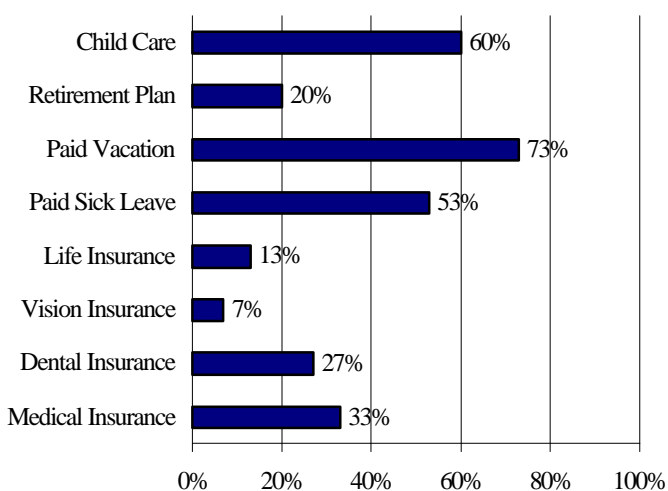
Child Care Workers attend children at school, businesses, and institutions, performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

SIZE OF OCCUPATION

Medium - 222 to 443 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$6.65	\$5.75
New Hire, Experienced	\$5.75	\$8.25	\$6.75
Experienced, 3 Yrs w/firm	\$5.75	\$10.67	\$8.00

QUALIFICATIONS

Technical: Ability to administer emergency first aid. Ability to write effectively. Knowledge of early childhood development. Oral reading skills. Musical skills. Possession of 3 to 12 units of Early Childhood Education.

Physical: Ability to stand continuously for 2 or more hours. Ability to lift at least 40 lbs. repeatedly.

Personal: Ability to handle crisis situations. Ability to work independently. Ability to work under pressure. Ability to exercise patience. Understanding of a variety of cultures. Willingness to work with close supervision. Possession of a clean police record.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Child Care Workers

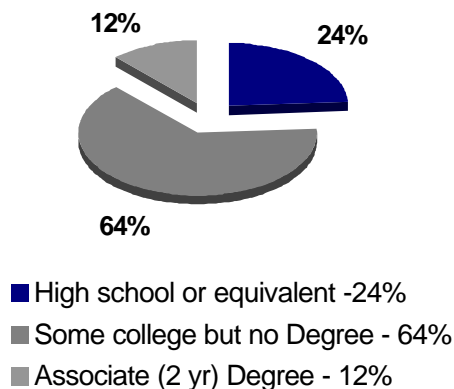
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	18%	6%
Usually	47%	12%
Sometimes	35%	70%
Never	0%	12%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Slower than average growth rate
(3.2 % annually)

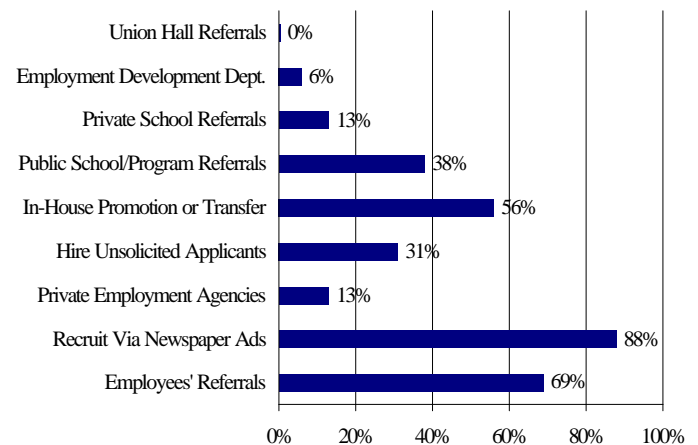
OTHER INFORMATION

Hours: Most employers offer work on a full time basis averaging 40 hours per week. Almost all employers offer work on a part time basis averaging 23 hours per week. Many employers offer work on a temporary/on call basis averaging 12 hours per week. Some employers offer work on a seasonal basis averaging 29 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Employees in this occupation: Male 16% and Female 84%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 359.674-010. CA Occupational Guide # 505.

CLERGY

OES CODE 275020

DESCRIPTION

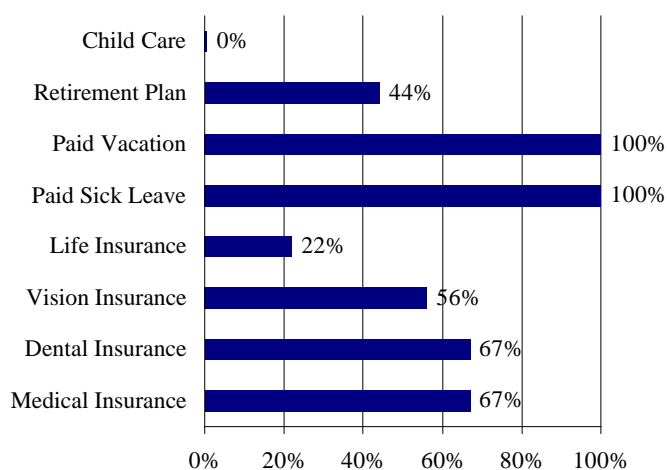
Clergy conduct religious worship and perform other spiritual functions associated with beliefs and practices of religious faith or denomination as delegated by ordinance, license, or other authorization and provide spiritual and moral guidance and assistance to members.

SIZE OF OCCUPATION

Small - less than 222 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$10.74	\$9.21
New Hire, Experienced	\$6.90	\$18.37	\$12.47
Experienced, 3 Yrs w/firm	\$8.88	\$21.60	\$15.34

QUALIFICATIONS

Technical: Ability to apply principles of confidentiality. Ability to comfort the dying and their families. Ability to lead congregation in worship. Verbal presentation skills. Ability to exercise patience. Ability to inspire confidence. Ability to motivate others. Interpersonal skills. Leadership skills. Listening skills. Tactfulness.

Physical: Ability to stand for prolonged periods.

Personal: Caring and sympathetic attitude. Diplomacy. Willingness to work irregular hours. Willingness to work nights, weekends, and holidays. Patience and understanding. Self motivation. Self confidence. Public contact skills. Empathetic.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Clergy

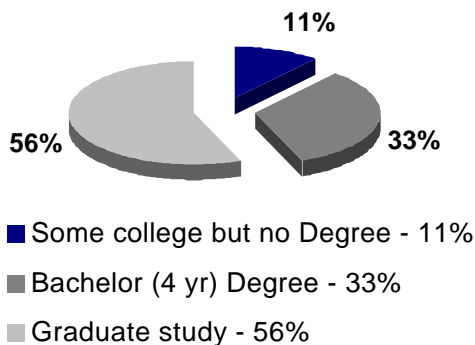
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	56%	0%
Usually	33%	11%
Sometimes	11%	67%
Never	0%	22%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Average growth rate
(3.6 % annually)

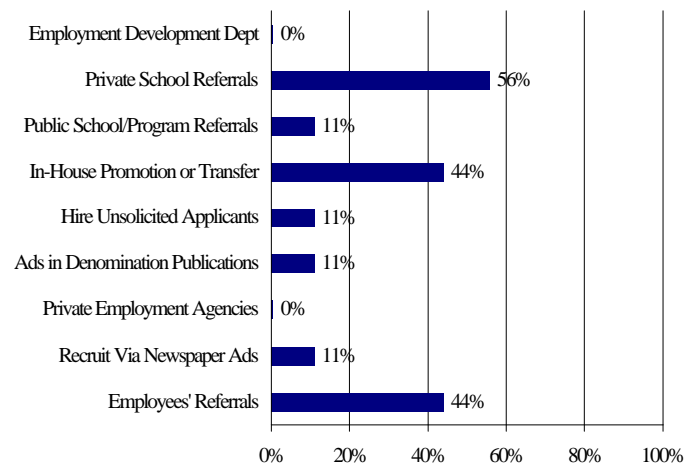
OTHER INFORMATION

Hours: Almost all employers offer work on a full time basis averaging 48 hours per week. Few employers offer work on a part time basis averaging 15 hours per week. Some employers offer work on a temporary/on call basis averaging 15 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Employees in this occupation: Male 84% and Female 16%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 120.107-010.

COOKS – SHORT ORDER

OES CODE 650350

DESCRIPTION

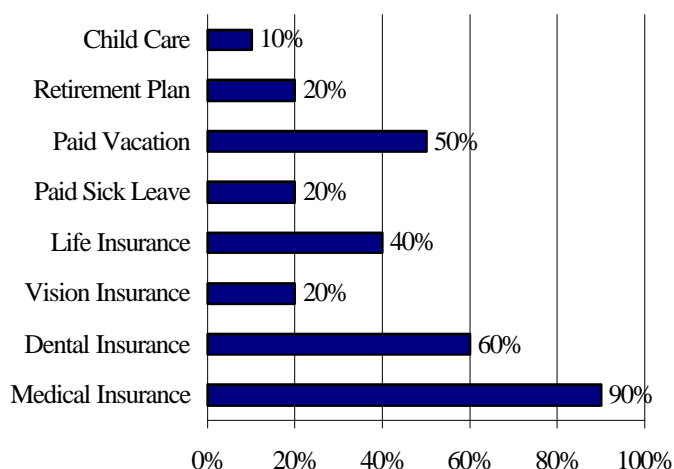
Short Order Cooks prepare and cook to order a variety of foods that require only a short preparation time. They may take orders from customers and serve patrons at counters or tables. Does not include cooks in fast foods establishments.

SIZE OF OCCUPATION

Medium - 222 to 443 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.57	\$6.62
New Hire, Experienced	\$6.00	\$9.00	\$7.50
Experienced, 3 Yrs w/firm	\$7.25	\$13.50	\$10.00

QUALIFICATIONS

Technical: Ability to operate a cash register. Fry cooking skills. Food preparation skills.

Physical: Ability to pass a pre-employment medical examination. Ability to stand continuously for 2 or more hours. Ability to lift at least 30 lbs. repeatedly.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Public contact skills.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Cooks – Short Order

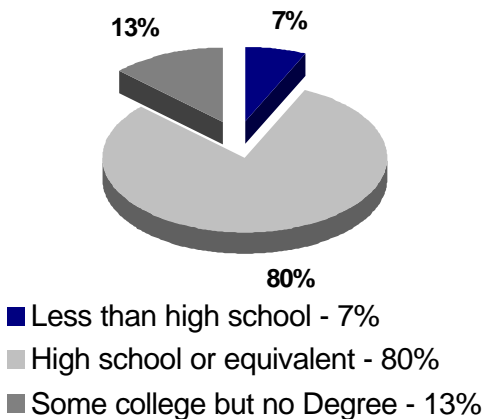
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	27%	7%
Usually	53%	20%
Sometimes	13%	53%
Never	7%	20%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Slower than average growth rate
(3.4 % annually)

OTHER INFORMATION

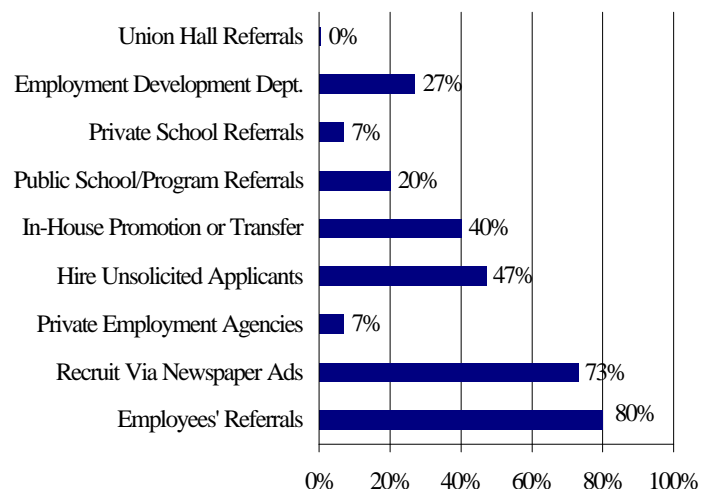
Hours: Almost all employers offer work on a full time basis averaging 39 hours per week. Many employers offer work on a part time basis averaging 27 hours per week. Few employers offer work on a seasonal basis averaging 30 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employees receive tips ranging from \$.25 to \$1.14 per hour.

Employees in this occupation: Male 66% and Female 34%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 313.374-014. CA Occupational Guide # 366.

DATA PROCESSING EQUIPMENT REPAIRERS

OES CODE 857050

DESCRIPTION

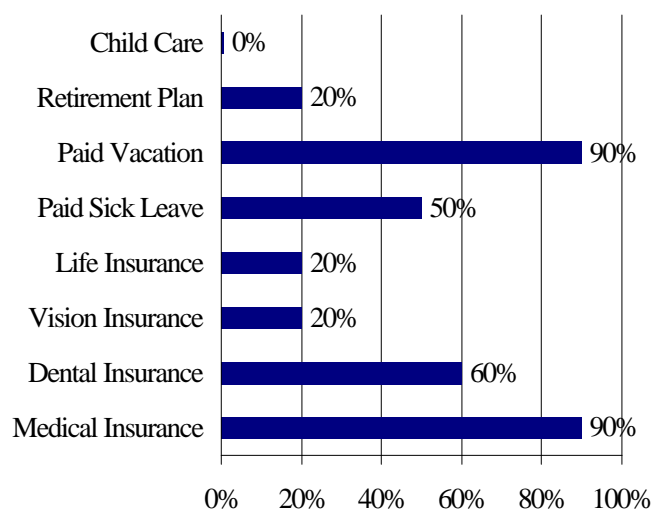
Data Processing Equipment Repairers repair, maintain, and install electronic computers (mainframes, minis, and micros); peripheral equipment; and word processing systems. Does not include Non-Data Processing Equipment Repairers.

SIZE OF OCCUPATION

Medium - 222 to 443 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$10.02	\$7.00
New Hire, Experienced	\$5.75	\$34.52	\$9.50
Experienced, 3 Yrs w/firm	\$5.75	\$40.28	\$14.00

QUALIFICATIONS

Technical: Ability to use analog computers. Ability to use digital computers. Ability to operate electronic testing equipment. Ability to use diagnostics programs. Ability to operate peripheral equipment. Ability to write effectively. Knowledge of EDP systems engineering. Knowledge of mainframe hardware and operating systems. Knowledge of microcomputer hardware and operating systems. Knowledge of minicomputer hardware and operating systems. Record keeping skills. Problem solving skills. Possession of a valid driver's license.

Personal: Ability to work independently. Willingness to work with close supervision. Public contact skills. Possession of a reliable vehicle.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Data Processing Equipment Repairers

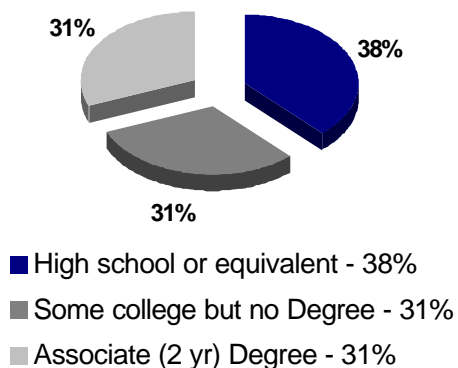
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	31%	0%
Usually	46%	0%
Sometimes	23%	85%
Never	0%	15%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Much faster than average growth rate
(8.9 % annually)

OTHER INFORMATION

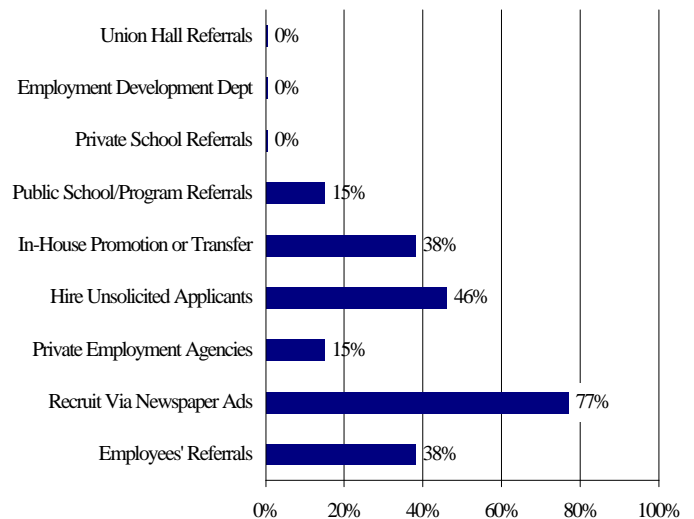
Hours: Almost all employers offer work on a full time basis averaging 41 hours per week. Many employers offer work on a part time basis averaging 19 hours per week. Few employers offer work on a temporary/on call basis averaging 10 hours per week. Few employers offer work on a seasonal basis averaging 20 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employees receive commissions ranging from \$2.00 to \$6.94 per hour.

Employees in this occupation: Male 93% and Female 7%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 633.261-010, 828.261-022. CA Occupational Guide # 152.

DENTAL ASSISTANTS

OES CODE 660020

DESCRIPTION

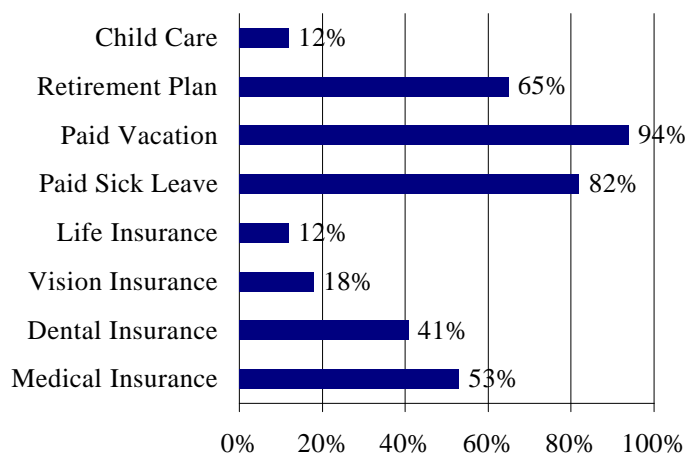
Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

SIZE OF OCCUPATION

Large - 444 to 962 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.00	\$10.00	\$8.25
New Hire, Experienced	\$10.00	\$15.00	\$11.49
Experienced, 3 Yrs w/firm	\$12.00	\$20.14	\$14.19

QUALIFICATIONS

Technical: Ability to do ultrasonic scaling. Ability to complete and explain insurance forms. Ability to perform or assist with dental procedures. Ability to follow billing procedures. Ability to write effectively. Knowledge of dental materials. Understanding of coronal polishing. Record keeping skills. Telephone answering skills. Completion of courses in biological sciences. Possession of a Radiation Safety Certificate. Possession of a Registered Dental Assistant (RDA) Certificate.

Personal: Ability to work independently. Willingness to work with close supervision. Public contact skills. Good grooming skills.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Dental Assistants

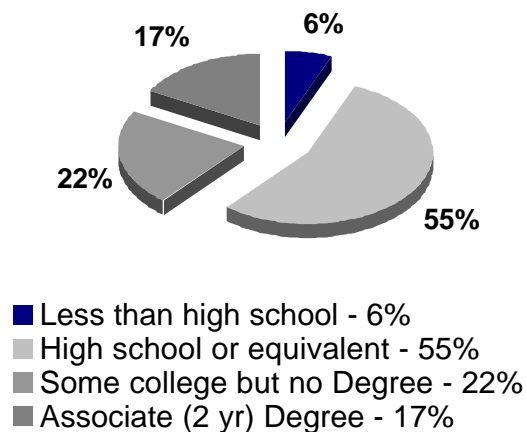
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	39%	0%
Usually	50%	6%
Sometimes	11%	77%
Never	0%	17%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Average growth rate
(3.9 % annually)

OTHER INFORMATION

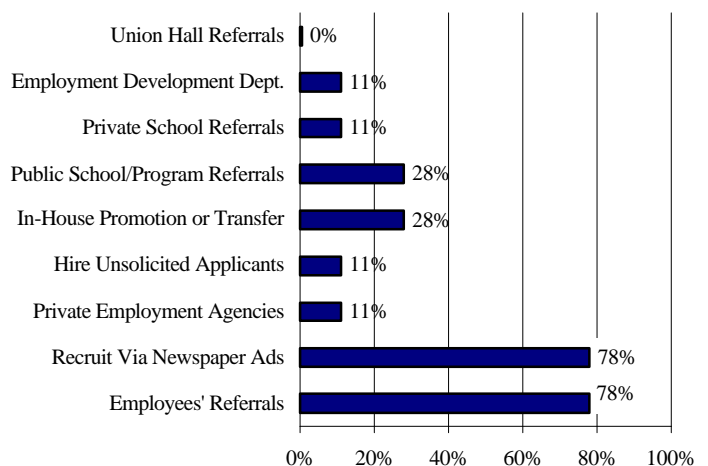
Hours: Almost all employers offer work on a full time basis averaging 36 hours per week. Some employers offer work on a part time basis averaging 20 hours per week. Few employers offer work on a temporary/on call basis averaging 12 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employees receive tips of \$1.15 per hour.

Employees in this occupation: Male 1% and Female 99%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 079.361-018. CA Occupational Guide # 27.

DESKTOP PUBLISHING – GRAPHIC DESIGNERS

OES CODE 979382999

DESCRIPTION

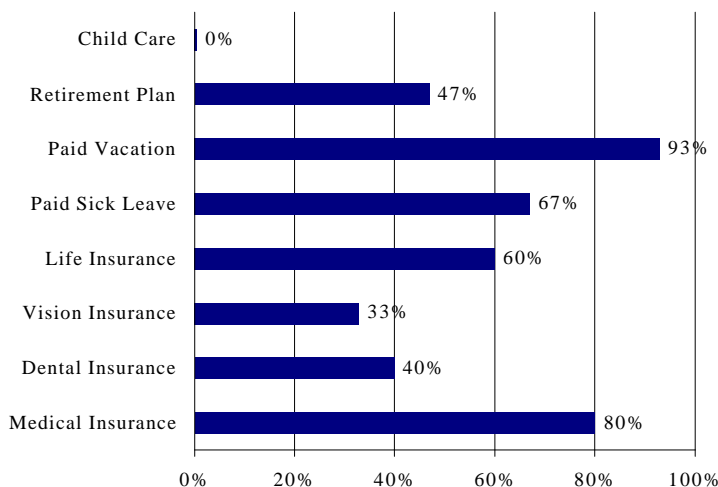
Desktop Publishing - Graphic Designers use desktop publishing software to lay out pages, select size and style of type, and enter text and graphics into computer to produce printed materials, such as advertisements, brochures, newsletters, and forms, applying knowledge of graphic arts techniques and typesetting.

SIZE OF OCCUPATION

Large - 444 to 962 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.00	\$9.00	\$7.50
New Hire, Experienced	\$6.50	\$14.38	\$10.00
Experienced, 3 Yrs w/firm	\$10.00	\$24.00	\$12.50

QUALIFICATIONS

Technical: Ability to submit portfolio of work. Ability to create cartoons. Ability to interview others for information. Ability to use graphics software. Ability to use desktop publishing software. Ability to write effectively. Graphic arts skills. Freehand drawing skills. Layout and detail skills. Lithographic camera work skills. Computer assisted design (CAD) skills.

Physical: Manual dexterity. Possession of good color perception.

Personal: Ability to work independently. Ability to meet deadlines. Ability to work under pressure. Willingness to work with close supervision. Imagination and creativity.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Desktop Publishing - Graphic Designers

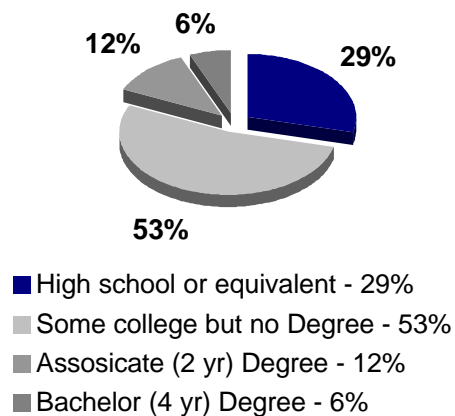
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	64%	0%
Usually	24%	6%
Sometimes	12%	70%
Never	0%	24%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Faster than average growth rate
(4.9 % annually)

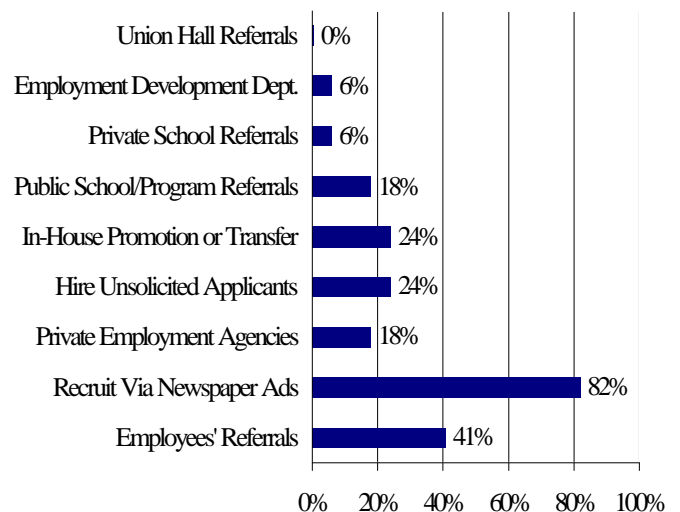
OTHER INFORMATION

Hours: Most employers offer work on a full time basis averaging 40 hours per week. Many employers offer work on a part time basis averaging 21 hours per week. Few employers offer work on a temporary/on call basis averaging 7 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Employees in this occupation: Male 36% and Female 64%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 979.382-026.

DRIVER/SALES WORKERS

OES CODE 971170

DESCRIPTION

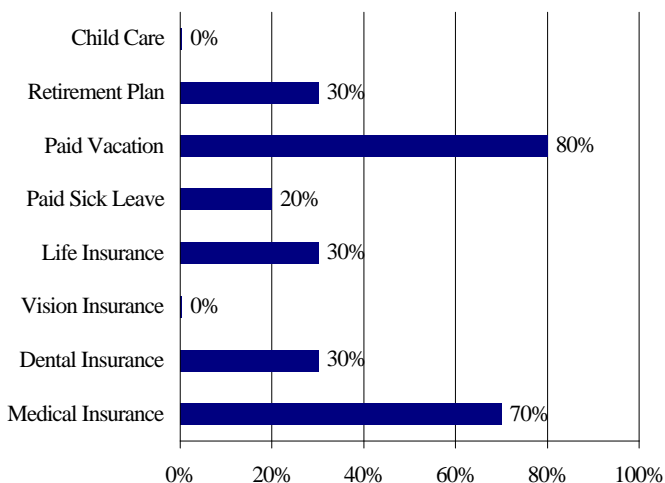
Driver/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods, such as food products; to collect and deliver items, such as laundry; or to collect coins, and to refill and service vending machines. Includes newspaper delivery drivers.

SIZE OF OCCUPATION

Medium - 222 to 443 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$10.00	\$6.00
New Hire, Experienced	\$5.75	\$15.00	\$6.00
Experienced, 3 Yrs w/firm	\$6.00	\$16.40	\$7.25

QUALIFICATIONS

Technical: Ability to read invoices. Knowledge of local streets. Understanding of inventory techniques. Business math skills. Record keeping skills. Cash handling skills. Automotive maintenance and minor repair skills. Map reading skills. Bondable. Possession of a valid Class A driver's license. Possession of a valid Class B driver's license.

Physical: Ability to pass a pre-employment medical examination. Ability to lift at least 50 lbs. repeatedly.

Personal: Ability to work independently. Good grooming skills. Customer service skills. Possession of a good DMV driving record.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Driver/Sales Workers

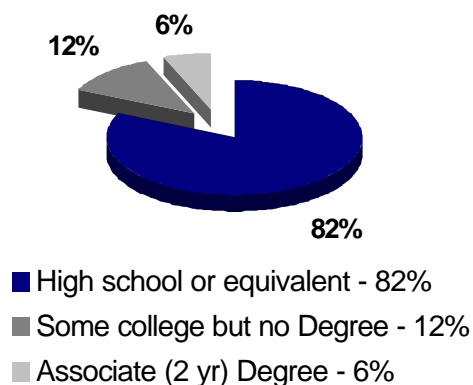
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	24%	18%
Usually	6%	12%
Sometimes	35%	58%
Never	35%	12%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Average growth rate
(3.8 % annually)

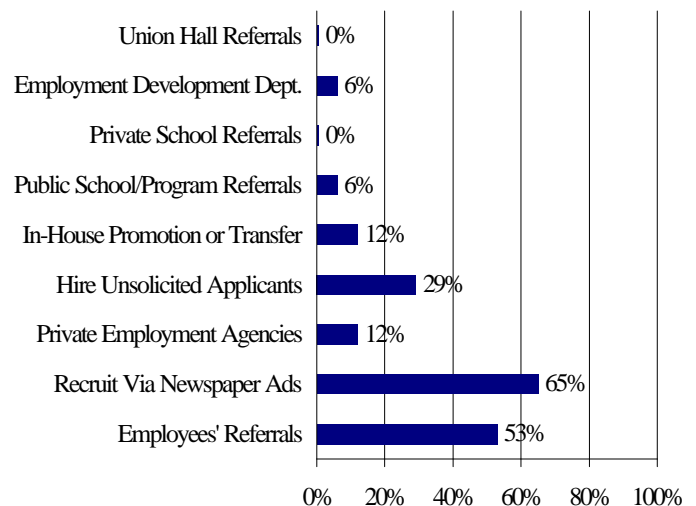
OTHER INFORMATION

Hours: Many employers offer work on a full time basis averaging 40 hours per week. Most employers offer work on a part time basis averaging 20 hours per week. Few employers offer work on a temporary/on call basis averaging 12 hours per week. Few employers offer work on a seasonal basis averaging 27 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Employees in this occupation: Male 67% and Female 23%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 292.353-010.

FINANCIAL MANAGERS

OES CODE 130020

DESCRIPTION

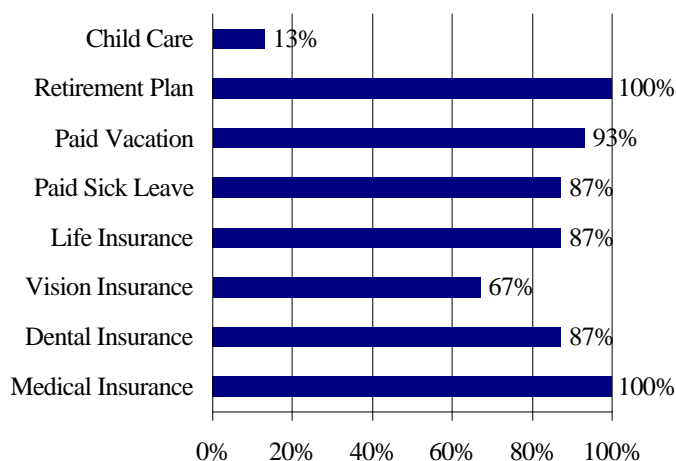
Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. Includes managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

SIZE OF OCCUPATION

Very Large - more than 962 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.55	\$14.38	\$10.77
New Hire, Experienced	\$7.55	\$34.56	\$17.98
Experienced, 3 Yrs w/firm	\$8.26	\$39.74	\$23.97

QUALIFICATIONS

Technical: Ability to plan and organize the work of others. Ability to apply techniques of statistical analysis. Ability to analyze securities. Ability to hire and assign personnel. Ability to interpret actuarial and probability of loss tables. Ability to use computers in accounting applications. Ability to perform advanced mathematical computations. Business math skills. Report writing skills. Cost accounting skills. Financial planning skills. Budget analysis skills. Cost analysis skills. Verbal presentation skills.

Personal: Ability to read and comprehend information quickly. Ability to work independently.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Financial Managers

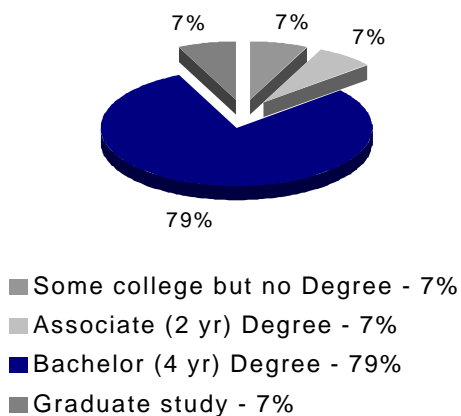
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	73%	0%
Usually	20%	0%
Sometimes	7%	33%
Never	0%	67%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Faster than average growth rate
(5.7 % annually)

OTHER INFORMATION

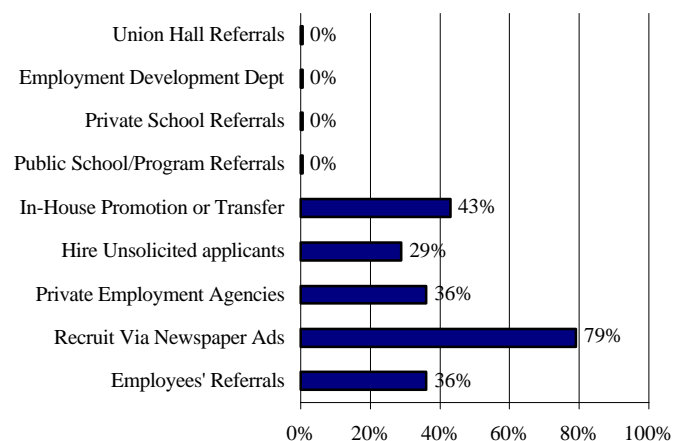
Hours: All employers offer work on a full time basis averaging 43 hours per week. Few employers offer work on a part time basis averaging 30 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employees receive commissions ranging from \$1.15 to \$42.62 per hour. A base wage may or may not accompany a commission.

Employees in this occupation: Male 42% and Female 58%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 186.167-086.

HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS

OES CODE 859020

DESCRIPTION

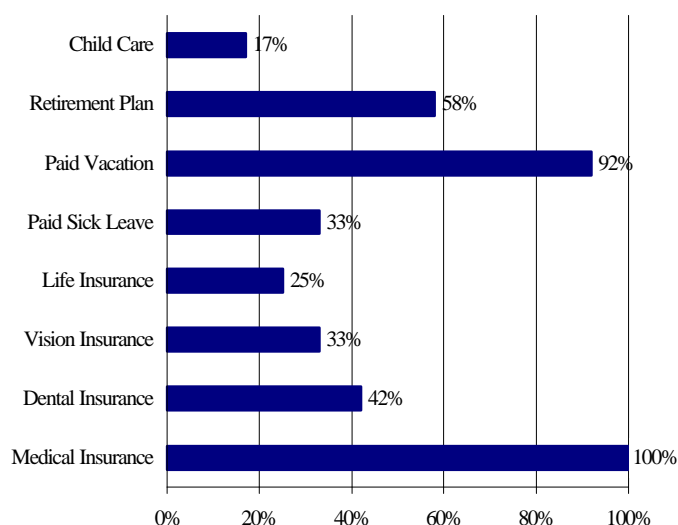
Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. Does not include workers who do only plumbing and pipefitting work.

SIZE OF OCCUPATION

Small - Less than 222 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Non-Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.00	\$10.00	\$8.00
New Hire, Experienced	\$10.00	\$21.79	\$12.00
Experienced, 3 Yrs w/firm	\$12.00	\$22.00	\$16.88

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$12.40	\$10.20
New Hire, Experienced	\$12.00	\$14.39	\$13.90
Experienced, 3 Yrs w/firm	\$15.09	\$18.00	\$16.94

QUALIFICATIONS

Technical: Ability to read blueprints. Understanding of circuit design. Cost estimating skills. Sheet metal working skills. Plumbing skills. Pipefitting skills. Soldering skills. Welding skills. Problem solving skills. Bondable. Possession of a valid driver's license.

Physical: Lift at least 100 lbs. repeatedly.

Personal: Ability to provide own hand tools. Ability to work independently. Public contact skills. Possession of a good DMV driving record.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Heating, Air Conditioning, and Refrigeration Mechanics and Installers

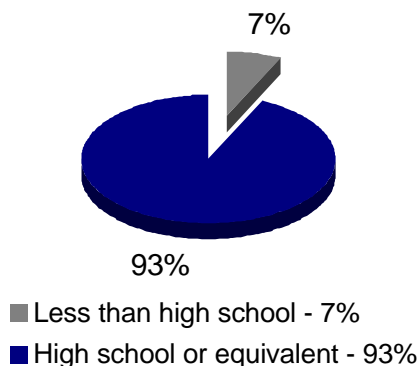
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	53%	0%
Usually	40%	20%
Sometimes	7%	60%
Never	0%	20%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Much faster than average growth rate
(7.1 % annually)

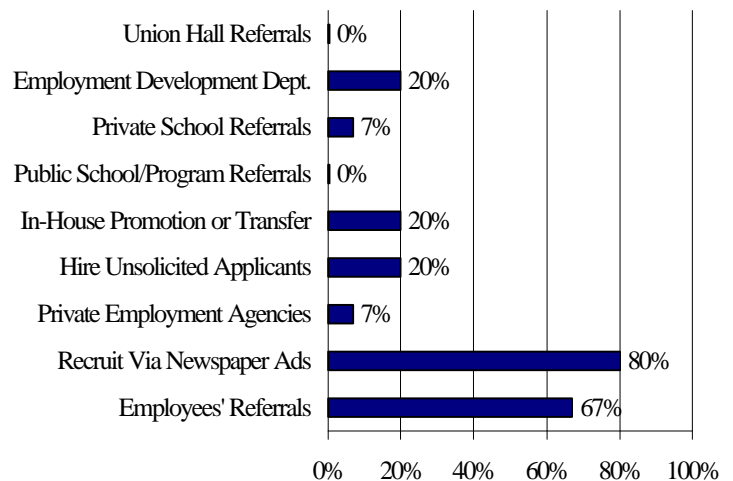
OTHER INFORMATION

Hours: All employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a part time basis averaging 27 hours per week. Few employers offer work on a seasonal basis averaging 35 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Employees in this occupation: Male 93% and Female 7%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 637.261-014. CA Occupational Guide # 32.

LABORERS, LANDSCAPING AND GROUNDKEEPING

OES CODE 790410

DESCRIPTION

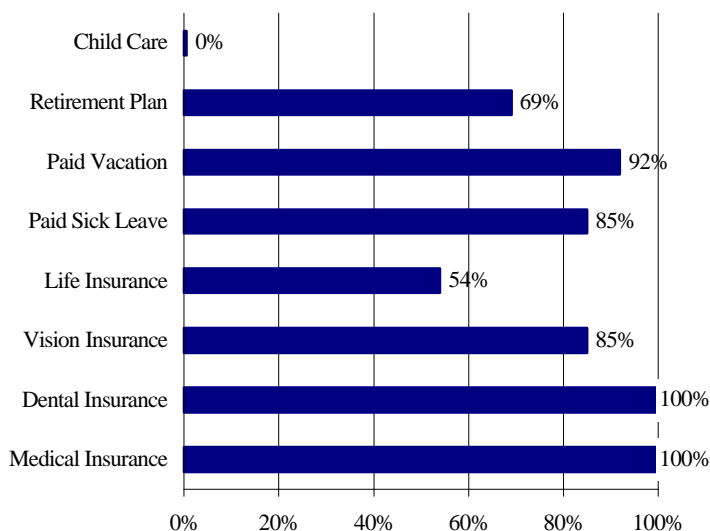
Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.

SIZE OF OCCUPATION

Very Large - More than 962 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Non-Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$7.62	\$6.74
New Hire, Experienced	\$6.50	\$7.98	\$7.55
Experienced, 3 Yrs w/firm	\$8.06	\$10.50	\$8.86

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.78	\$13.43	\$10.68
New Hire, Experienced	\$9.04	\$13.99	\$11.32
Experienced, 3 Yrs w/firm	\$10.46	\$14.41	\$12.70

QUALIFICATIONS

Technical: Ability to operate tractors. Knowledge of horticulture. Knowledge of gardening tools. Knowledge of pesticides and herbicides. Lawn and garden care skills. Pruning skills. Plumbing repair skills. Sprinkler installation skills. Sprinkler repair skills. Possession of a valid driver license.

Physical: Lift at least 75 lbs. repeatedly.

Personal: Ability to work independently. Willingness to work with close supervision. Public contact skills. Possession of a reliable vehicle.

SUPPLY AND DEMAND

Experienced: Firms report little difficulty in finding experienced applicants. Job market is competitive.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Laborers, Landscaping and Groundskeeping

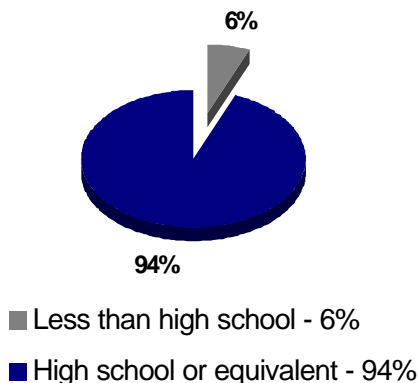
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	25%	0%
Usually	43%	6%
Sometimes	13%	69%
Never	19%	25%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Slower than average growth rate
(2.6 % annually)

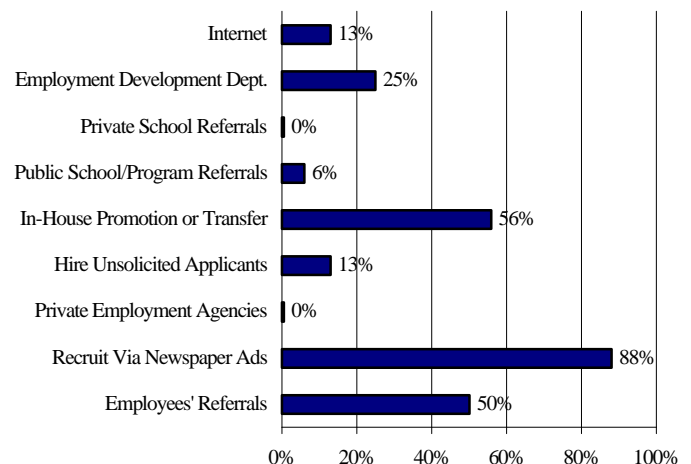
OTHER INFORMATION

Hours: Almost all employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a part time basis averaging 40 hours per week. Few employers offer work on a temporary/on call basis averaging 40 hours per week. Some employers offer work on a seasonal basis averaging 27 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Employees in this occupation: Male 89% and Female 11%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 408.687-014.

LOAN OFFICERS AND COUNSELORS

OES CODE 211080

DESCRIPTION

Loan Officers and Counselors evaluate, authorize, or recommend approval of commercial or real estate loans and credit loans or advise borrowers on financial status and methods of payments. Includes such occupations as Mortgage Loan Officers or Agents, Collection Analysts, and Loan Servicing Officers.

WAGES

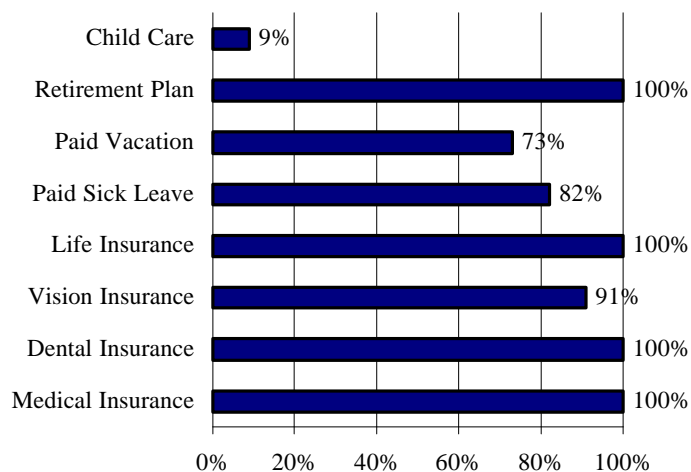
<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.90	\$11.99	\$8.49
New Hire, Experienced	\$8.06	\$23.25	\$9.59
Experienced, 3 Yrs w/firm	\$9.00	\$25.41	\$13.11

SIZE OF OCCUPATION

Medium - 222 to 443 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



QUALIFICATIONS

Technical: Ability to apply sales techniques. Ability to handle credit and collections. Ability to interview others for information. Ability to write effectively. Knowledge of government loan procedures. Understanding of regulations affecting financial institutions. Understanding of conventional loans. Business math skills. Possession of California real estate sales license.

Personal: Ability to work independently. Willingness to work with close supervision. Public contact skills. Customer service skills.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Loan Officers and Counselors

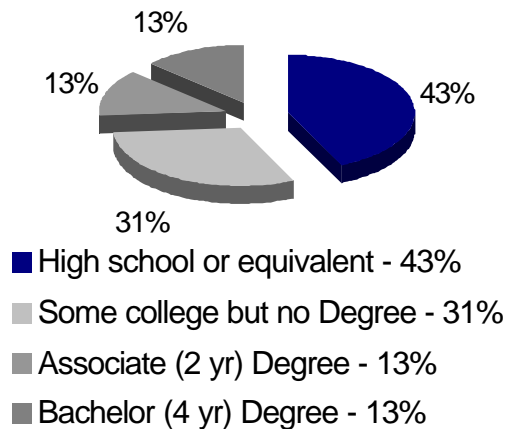
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	38%	0%
Usually	49%	13%
Sometimes	13%	74%
Never	0%	13%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Average growth rate
(3.7 % annually)

OTHER INFORMATION

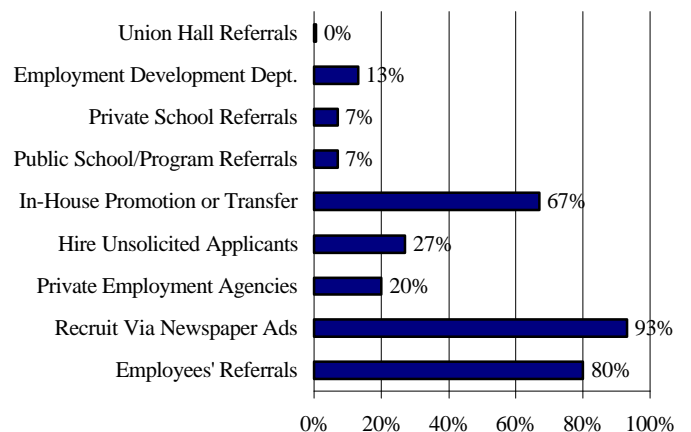
Hours: All employers offer work on a full time basis averaging 42 hours per week. Some employers offer work on a part time basis averaging 29 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employees receive commissions ranging from \$1.27 to \$48.91 per hour. A base wage may or may not accompany a commission.

Employees in this occupation: Male 40% and Female 60%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 186.267-018

LODGING MANAGERS

OES CODE 150262

DESCRIPTION

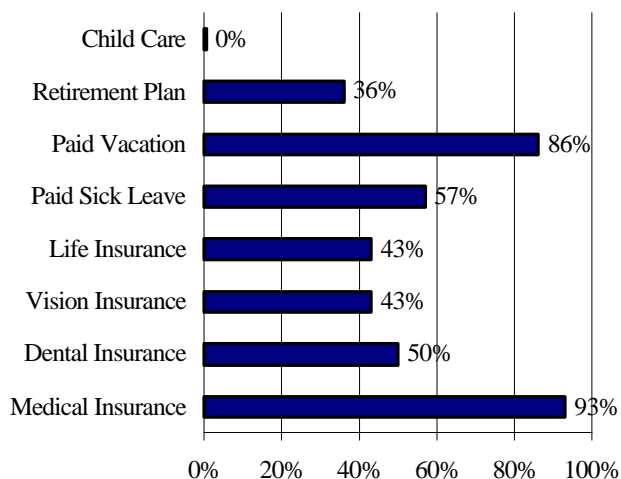
Lodging Managers plan, organize, direct, control, or coordinate activities of an organization or department that provides lodging such as hotels, motels, or tourist courts.

SIZE OF OCCUPATION

Large - 444 to 962 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$18.27	\$9.59
New Hire, Experienced	\$7.50	\$28.77	\$10.13
Experienced, 3 Yrs w/firm	\$8.00	\$33.56	\$13.90

QUALIFICATIONS

Technical: Ability to maintain financial records. Ability to manage an activity or department. Ability to plan and organize the work of others. Ability to follow purchasing procedures. Ability to hire and assign personnel. Ability to write effectively. Understanding of inventory techniques. Business math skills. Record keeping skills. Catering skills. Problem solving skills.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Public contact skills. Customer service skills.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Lodging Managers

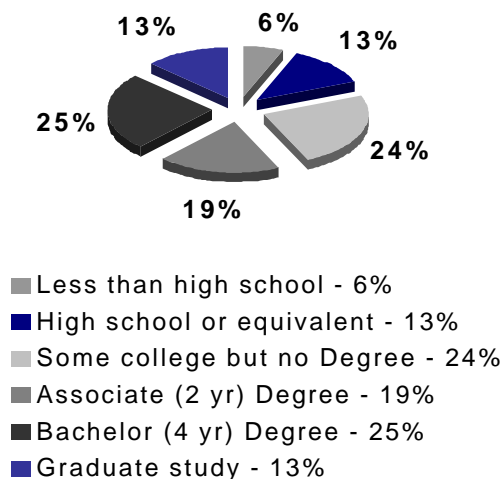
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	19%	0%
Usually	56%	6%
Sometimes	25%	63%
Never	0%	31%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Average growth rate
(3.2 % annually)

OTHER INFORMATION

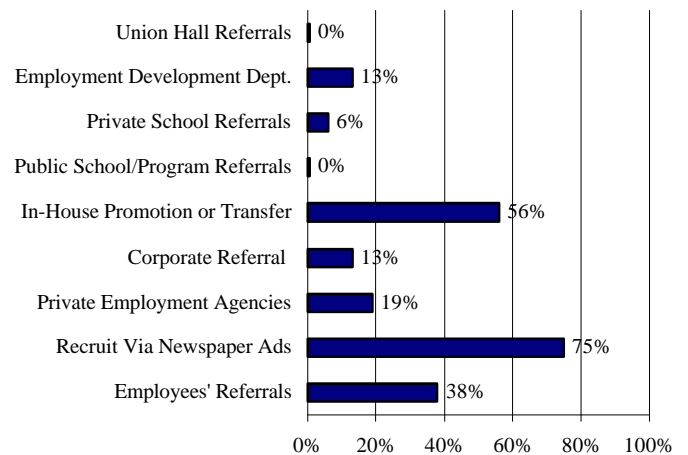
Hours: Almost all employers offer work on a full time basis averaging 44 hours per week. Few employers offer work on a part time basis averaging 38 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employees receive tips ranging from \$1.15 to \$5.32 per hour.

Employees in this occupation: Male 28% and Female 72%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 187.117-038, 187.167-122. CA Occupational Guide # 114.

NURSE AIDES

OES CODE 660080

DESCRIPTION

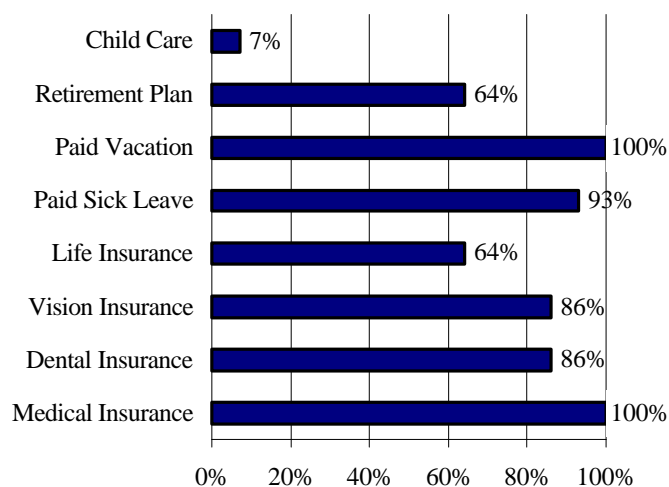
Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides.

SIZE OF OCCUPATION

Very Large - More than 962 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Non-Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.00	\$9.74	\$6.30
New Hire, Experienced	\$7.00	\$14.38	\$7.50
Experienced, 3 Yrs w/firm	\$8.00	\$16.78	\$8.42

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$7.63	\$5.95
New Hire, Experienced	\$6.50	\$9.60	\$7.63
Experienced, 3 Yrs w/firm	\$6.90	\$11.14	\$8.50

QUALIFICATIONS

Technical: Ability to provide personal services to patients. Ability to administer emergency first aid. Ability to apply dressings and compresses. Ability to apply transferring techniques moving patients. Ability to perform CPR. Knowledge of orthopedic care. Knowledge of surgical preparation procedures. Understanding of asepsis. Record keeping skills. Post surgical care skills. Possession of Nurses Aide's Certification.

Personal: Ability to handle crisis situations. Ability to work independently. Willingness to work with close supervision.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Nurse Aides

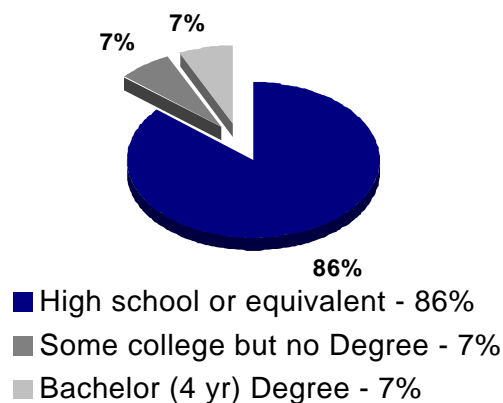
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	7%	7%
Usually	33%	27%
Sometimes	40%	46%
Never	20%	20%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Average growth rate
(4.0 % annually)

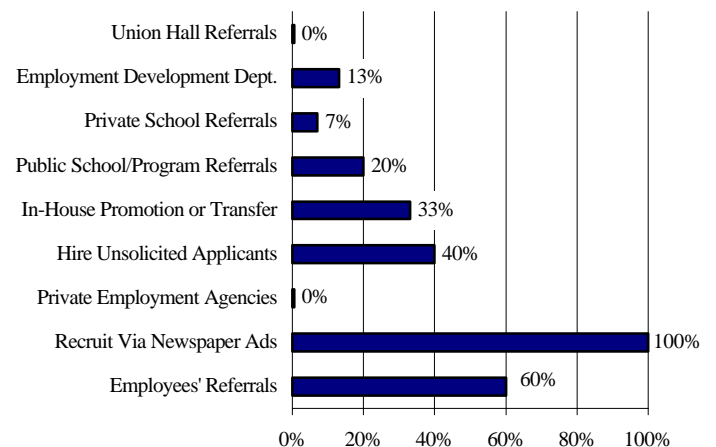
OTHER INFORMATION

Hours: All employers offer work on a full time basis averaging 39 hours per week. Most employers offer work on a part time basis averaging 24 hours per week. Many employers offer work on a temporary/on call basis averaging 18 hours per week. Few employers offer work on a seasonal basis averaging 16 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Employees in this occupation: Male 10% and Female 90%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 355.674-014, 355.674-018. CA Occupational Guide # 442.

SALES AGENTS AND PLACERS - INSURANCE

OES CODE 430020

DESCRIPTION

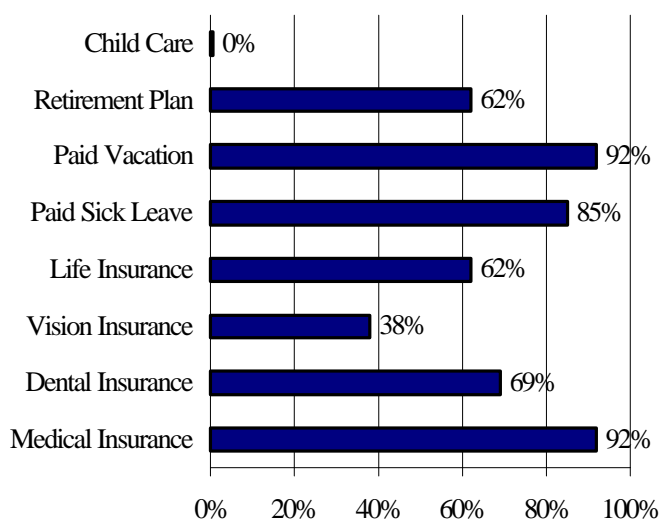
Sales Agents and Placers sell or advise clients on life insurance, endowments, fire, accident, and other types of insurance. They may refer clients to independent brokers, work as an independent broker, or be employed by an insurance company.

SIZE OF OCCUPATION

Medium - 222 to 443 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.33	\$12.00	\$8.60
New Hire, Experienced	\$6.33	\$13.23	\$10.03
Experienced, 3 Yrs w/firm	\$10.36	\$15.54	\$12.08

QUALIFICATIONS

Technical: Ability to apply sales techniques. Ability to interpret policy coverage. Ability to assess life insurance policies. Ability to appraise real and personal property. Ability to write effectively. Understanding of casualty insurance. Financial planning skills. Insurance sales skills. Verbal presentation skills. Bondable. Possession of an insurance broker's license. Possession of an insurance agent's license.

Personal: Ability to work independently. Willingness to work with close supervision. Possession of a reliable vehicle.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Sales Agents and Placers – Insurance

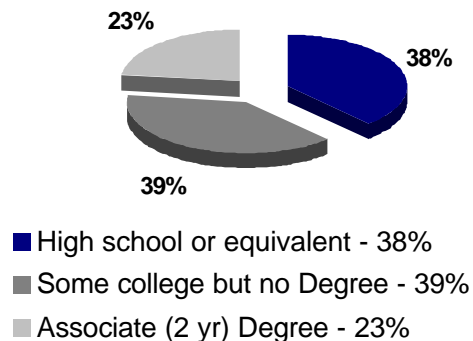
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	31%	8%
Usually	15%	15%
Sometimes	39%	69%
Never	15%	8%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Slower than average growth rate
(2.4 % annually)

OTHER INFORMATION

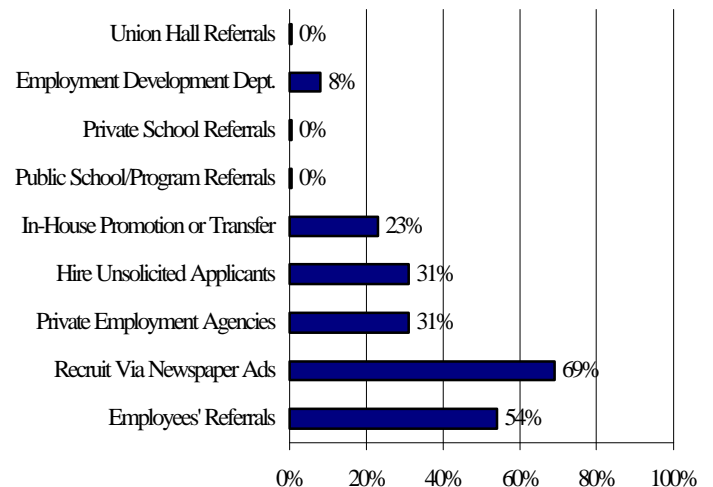
Hours: All employers offer work on a full time basis averaging 41 hours per week. Some employers offer work on a part time basis averaging 27 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employees receive commissions ranging from \$.58 to \$47.95 per hour. A basic wage may or may not accompany a commission.

Employees in this occupation: Male 63% and Female 37%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 239.267-010, 250.257-010.

SECRETARIES, EXCEPT LEGAL AND MEDICAL

OES CODE 551080

DESCRIPTION

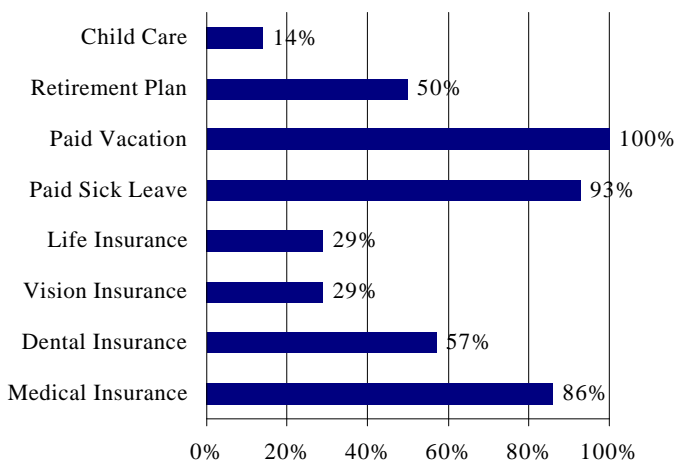
Secretaries, except Legal and Medical, relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Does not include Medical and Legal Secretaries.

SIZE OF OCCUPATION

Very Large - More than 962 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Non-Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$9.14	\$7.00
New Hire, Experienced	\$5.75	\$12.00	\$8.85
Experienced, 3 Yrs w/firm	\$8.00	\$16.00	\$10.00

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$9.55	\$11.04	\$10.82
New Hire, Experienced	\$10.51	\$12.19	\$11.21
Experienced, 3 Yrs w/firm	\$11.58	\$13.15	\$12.48

QUALIFICATIONS

Technical: Ability to operate a transcribing machine. Ability to follow billing procedures. Ability to use spreadsheet software. Ability to use word processing software. Ability to write effectively. Ability to maintain an appointment calendar. Ability to take dictation at 100 wpm or more. Ability to type at least 60 words per minute. Alphabetic and numeric filing skills. Proofreading skills. English grammar, spelling, and punctuation skills. Telephone answering skills.

Personal: Ability to work independently. Willingness to work with close supervision.

SUPPLY AND DEMAND

Experienced: Firms report little difficulty in finding experienced applicants. Job market is competitive.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Secretaries, except Legal and Medical

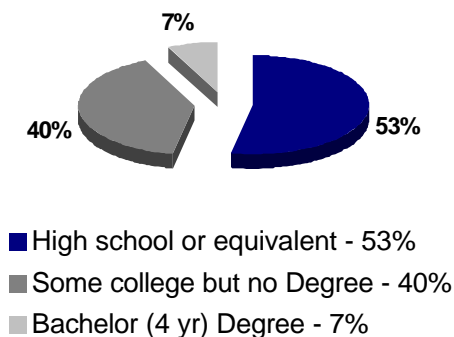
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	40%	0%
Usually	33%	20%
Sometimes	27%	73%
Never	0%	7%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Slower than average growth rate
(3.3 % annually)

OTHER INFORMATION

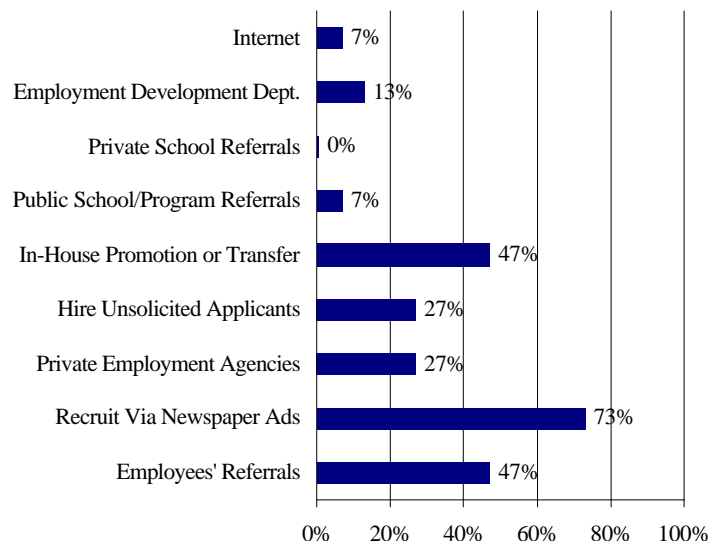
Hours: All employers offer work on a full time basis averaging 40 hours per week. Some employers offer work on a part time basis averaging 21 hours per week. Some employers offer work on a temporary/on call basis averaging 24 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Wages: Some employees receive tips of \$1.15 per hour.

Employees in this occupation: Male 5% and Female 95%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 201.362-022, 201.362-030. CA Occupational Guide # 128.

SURVEYING AND MAPPING TECHNICIANS AND TECHNOLOGISTS

OES CODE 225210

DESCRIPTION

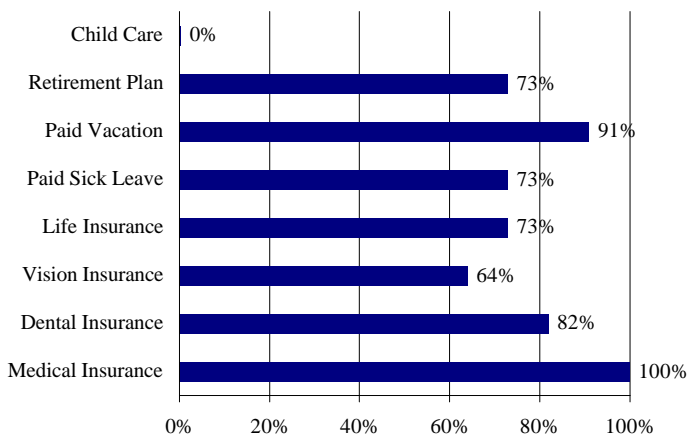
Surveying and Mapping Technicians and Technologists perform surveying and mapping duties to obtain data pertaining to angles, elevations, points, and contours used for construction, map making, mining, or other purposes. They calculate information for map making from field notes, using reference tables, and draw maps of geographical areas to show natural and constructed features, political boundaries, and other features from source data, such as surveying notes, aerial photography, or other maps. They also draw topographical maps from aerial photographs or verify accuracy and completeness of topographical maps. Does not include Cartographers.

SIZE OF OCCUPATION

Small - less than 222 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Non-Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire , No Experience	\$8.00	\$12.00	\$10.00
New Hire, Experienced	\$10.00	\$20.00	\$16.00
Experienced, 3 Yrs w/firm	\$13.00	\$25.00	\$18.00

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$9.89	\$19.77	\$13.07
New Hire, Experienced	\$12.69	\$24.00	\$16.12
Experienced, 3 Yrs w/firm	\$15.45	\$28.13	\$19.24

QUALIFICATIONS

Technical: Ability to write effectively. Knowledge of algebra. Knowledge of geometry. Knowledge of trigonometry. Map reading skills. Computer assisted design (CAD) skills. Possession of a Surveyor's license.

Physical: Ability to stand continuously for 2 or more hours. Good vision. Good hearing. Good physical condition.

Personal: Ability to work independently. Ability to provide own drafting tools. Willingness to work with close supervision. Possession of a reliable vehicle.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Surveying and Mapping Technicians and Technologists

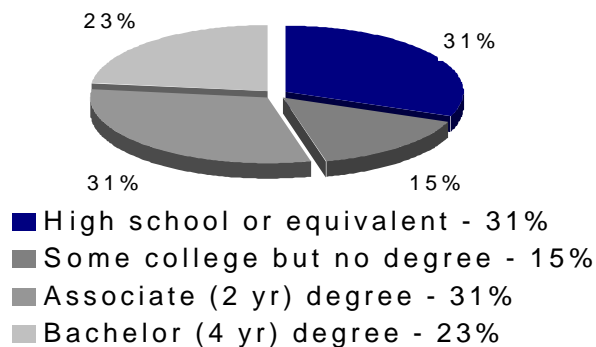
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	69%	8%
Usually	8%	0%
Sometimes	15%	69%
Never	8%	23%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Slower than average growth rate
(2.4 % annually)

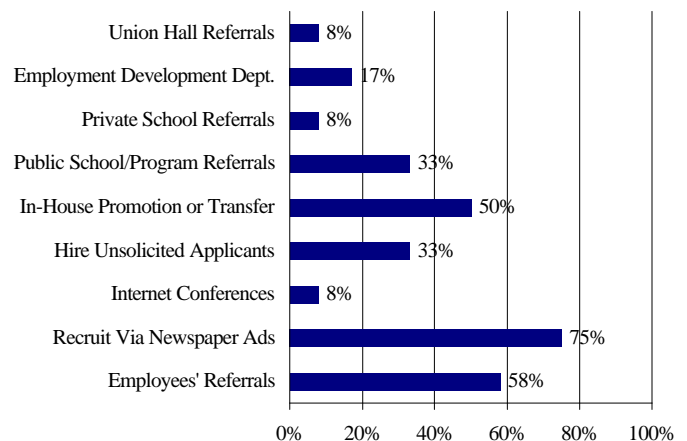
OTHER INFORMATION

Hours: Almost all employers offer work on a full time basis averaging 40 hours per week. Some employers offer work on a part time basis averaging 28 hours per week. Few employers offer work on a temporary/on call basis averaging 10 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Employees in this occupation: Male 92% and Female 8%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 160.162-018. CA Occupational Guide # 1.

TRUCK DRIVERS – HEAVY OR TRACTOR TRAILER

OES CODE 971020

DESCRIPTION

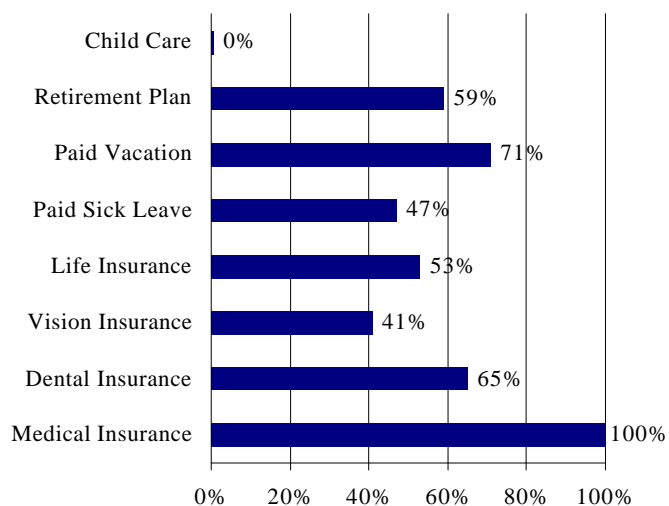
Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

SIZE OF OCCUPATION

Very Large - More than 962 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.38	\$11.00	\$10.00
New Hire, Experienced	\$7.50	\$15.00	\$12.00
Experienced, 3 Yrs w/firm	\$10.50	\$19.00	\$14.00

QUALIFICATIONS

Technical: Ability to operate a fork lift. Ability to read invoices. Ability to meet ICC requirements. Ability to drive trucks long distances. Ability to load and unload freight. Knowledge of local streets. Record keeping skills. Automotive maintenance and minor repair skills. Map reading skills. Possession of a valid Class A driver's license. Possession of a valid Class B driver's license.

Physical: Ability to pass a pre-employment medical examination. Lift at least 75 lbs. repeatedly.

Personal: Ability to work independently. Possession of a good DMV driving record.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Truck Drivers – Heavy or Tractor Trailer

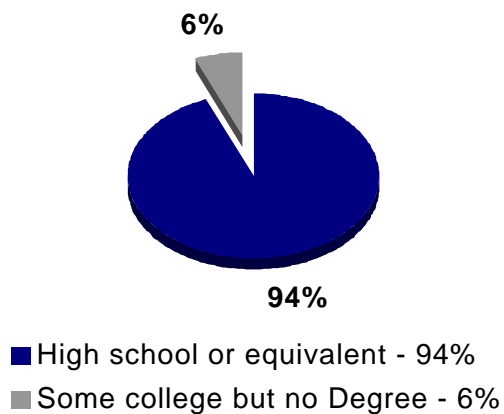
Surveyed - Summer 1998

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	52%	0%
Usually	24%	6%
Sometimes	24%	65%
Never	0%	29%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Average growth rate
(3.6 % annually)

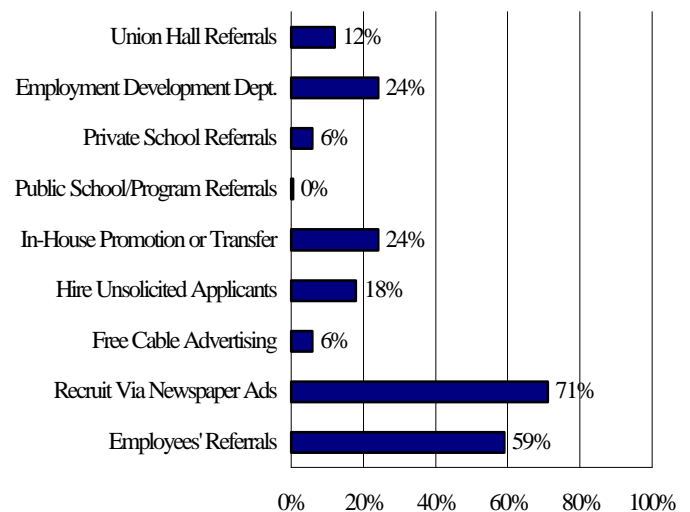
OTHER INFORMATION

Hours: Most employers offer work on a full time basis averaging 42 hours per week. Few employers offer work on a part time basis averaging 30 hours per week. Some employers offer work on a seasonal basis averaging 47 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Employees in this occupation: Male 98% and Female 2%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 905.663-014. CA Occupational Guide #225.

1997

OCCUPATIONAL SUMMARIES

1997 Occupational Summaries

Bakers – Bread and Pastry

Computer Engineers

Computer Support Specialists

Electrical and Electronic Assemblers

Excavating and Loading Machine Operators

Firefighters

First Line Supervisors and Manager/Supervisors

Food Service Managers

Hotel Desk Clerks

Interior Designers

LAN/WAN Network Managers

Medical Assistants

Nursery Workers

Optometric Assistants

Registered Nurses

Secretaries, Legal

Teachers-Elementary School

Teachers-SecondarySchool

Traffic, Shipping, and Receiving Clerks

Welders and Cutters

BAKERS-BREAD AND PASTRY

OES CODE 650210

DESCRIPTION

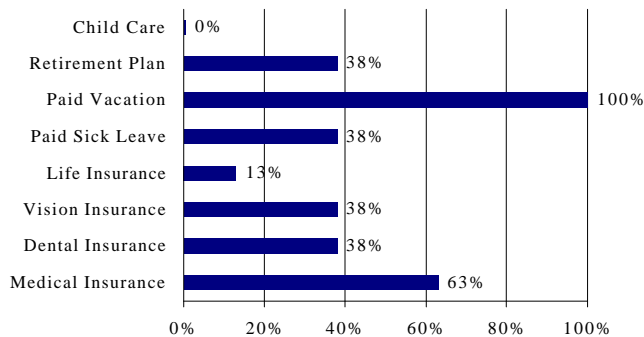
Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

SIZE OF OCCUPATION

Medium - 200 to 400 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

WAGES

<i>Non-Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.00	\$8.00	\$6.00
New Hire, Experienced	\$6.00	\$12.00	\$7.50
Experienced, 3 Yrs w/firm	\$8.00	\$13.50	\$9.75

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.29	\$6.62	\$6.36
New Hire, Experienced	\$6.29	\$6.62	\$6.36
Experienced, 3 Yrs w/firm	\$10.00	\$10.45	\$10.06

QUALIFICATIONS

Technical: Mastery of baking equipment. Pastry making skills. Pastry decorating skills.

Physical: Ability to pass a pre-employment medical examination. Ability to stand continuously for 2 or more hours. Ability to lift at least 25 pounds repeatedly.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Bakers-Bread and Pastry

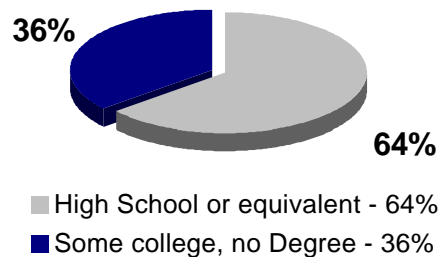
Surveyed - Summer 1997

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	27%	18%
Usually	9%	27%
Sometimes	27%	46%
Never	37%	9%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

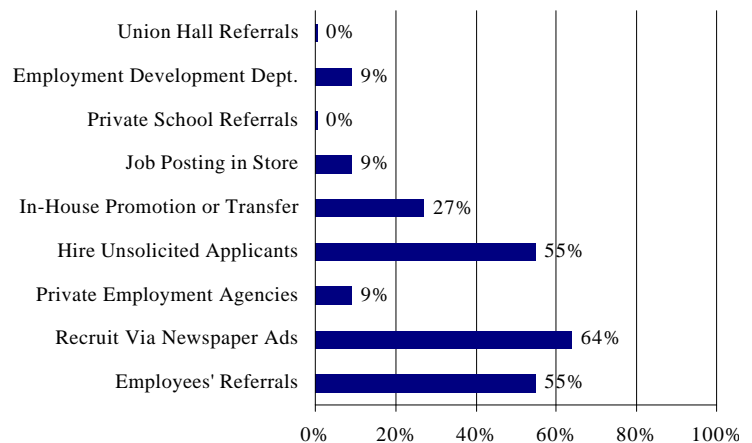
Faster than average growth rate
(3.8 % annually)

OTHER INFORMATION

Hours: Many employers offer work on a full time basis averaging 40 hours per week. Many employers offer work on a part time basis averaging 27 hours per week. Few employers offer work on a temporary basis averaging 5 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 526.381-010.

COMPUTER ENGINEERS

OES CODE 221270

DESCRIPTION

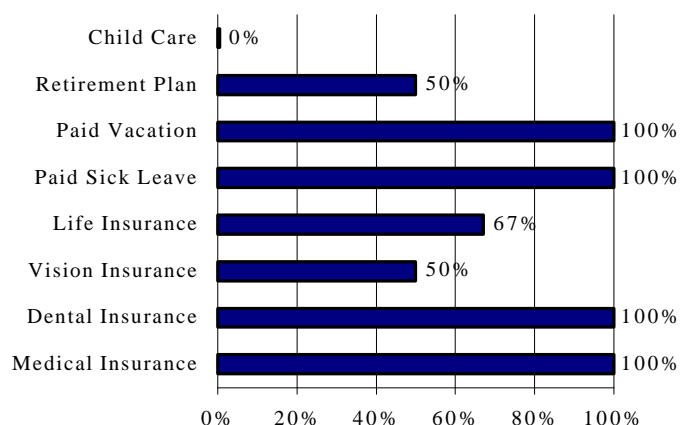
Computer Engineers analyze data processing requirements to plan EDP systems to provide system capabilities required for projected workloads. They plan layout and installation of new systems or modification of existing systems. They may set up and control analog or hybrid computer systems to solve scientific and engineering problems.

SIZE OF OCCUPATION

Large - 401 to 868 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.00	\$18.50	\$10.00
New Hire, Experienced	\$11.00	\$24.00	\$14.86
Experienced, 3 Yrs w/firm	\$12.50	\$27.25	\$17.63

QUALIFICATIONS

Technical: Ability to write documentation of computer procedures. Ability to apply marketing techniques. Ability to write detailed technical instructions. Ability to analyze data to solve problems. Ability to perform advanced mathematical computations. Ability to write effectively. Ability to demonstrate knowledge of specific products. Completion of computer science courses.

Personal: Ability to work as part of a team. Ability to work independently. Ability to interact well with others. Ability to maintain good customer relations. Willingness to work with close supervision. Willingness to work nights, weekends, and holidays. Willingness to travel.

SUPPLY AND DEMAND

Experienced: Firms report little difficulty in finding experienced applicants. Job market is competitive.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Computer Engineers

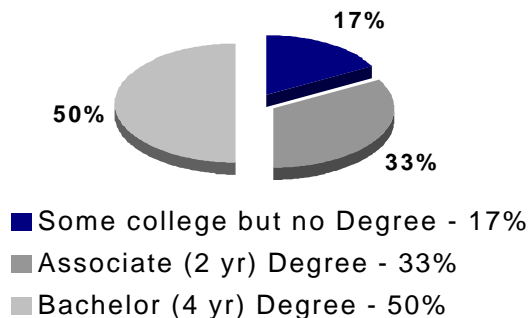
Surveyed - Summer 1997

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	50%	17%
Usually	17%	17%
Sometimes	33%	49%
Never	0%	17%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:

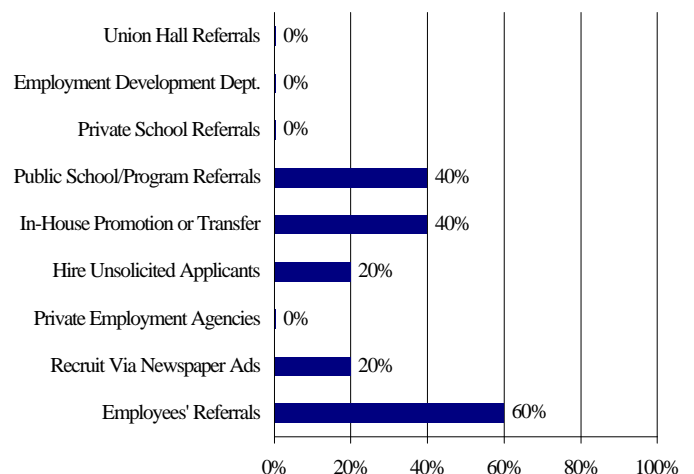


OTHER INFORMATION

Hours: All employers offer work on a full time basis averaging 41 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 033.167-010. CA Occupational Guide # 488.

EMPLOYMENT TRENDS

Much faster than average growth rate
(28.6 % annually)

COMPUTER SUPPORT SPECIALISTS

MODIFIED DOT CODE 031.264-999

DESCRIPTION

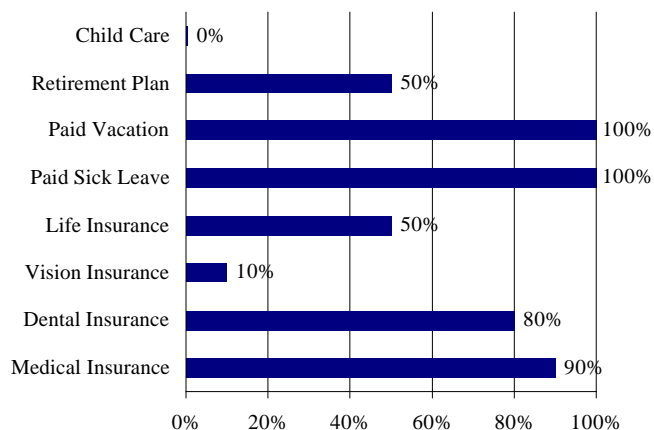
Computer Support Specialists install, modify, and make minor repairs to computer hardware and software systems and peripheral components. They instruct users in the use of equipment, software, and manuals. They provide technical assistance either in person or via telephone concerning systems operations. They diagnose system hardware, software, and operator problems and recommend or perform minor remedial actions to correct problems.

SIZE OF OCCUPATION

Very Large - more than 868 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.00	\$12.50	\$7.00
New Hire, Experienced	\$5.25	\$19.00	\$11.00
Experienced, 3 Yrs w/firm	\$8.25	\$23.00	\$15.82

QUALIFICATIONS

Technical: Ability to use operating manuals. Ability to write effectively. Ability to troubleshoot. Ability to utilize good teaching techniques. Knowledge of software applications. Knowledge of microcomputer hardware and operating systems. Understanding of local area networks (LAN). Understanding of wide area networks (WAN).

Personal: Ability to work independently. Ability to work under pressure. Ability to communicate with computer-literate staff. Ability to communicate technical information to non-technical staff. Willingness to work with close supervision. Customer service skills.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Computer Support Specialists

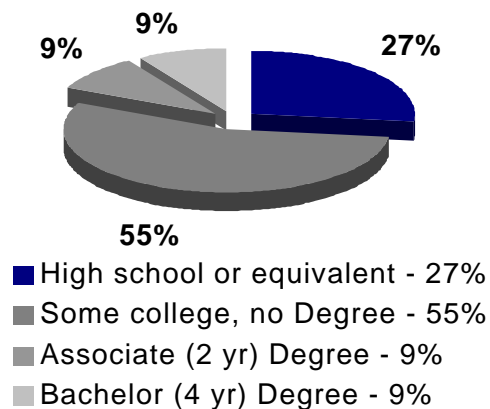
Surveyed - Summer 1997

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	55%	9%
Usually	9%	18%
Sometimes	36%	64%
Never	0%	9%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:

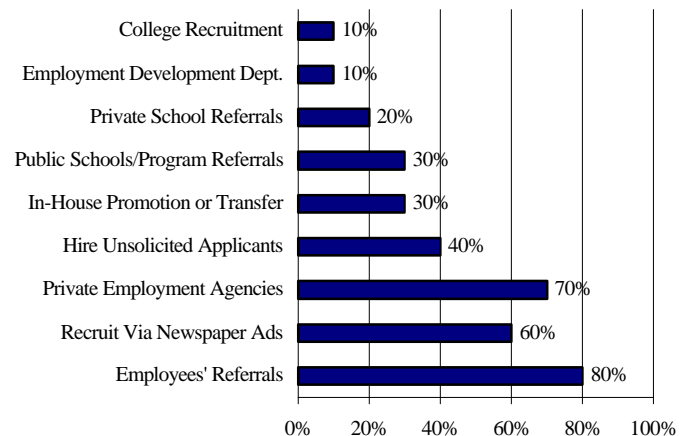


OTHER INFORMATION

Hours: Almost all employers offer work on a full time basis averaging 41 hours per week. Few employers offer work on a part time basis averaging 16 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 039.264-010.

EMPLOYMENT TRENDS

Much faster than average growth rate (10.3 % annually)

ELECTRICAL AND ELECTRONIC ASSEMBLERS

OES CODE 939050

DESCRIPTION

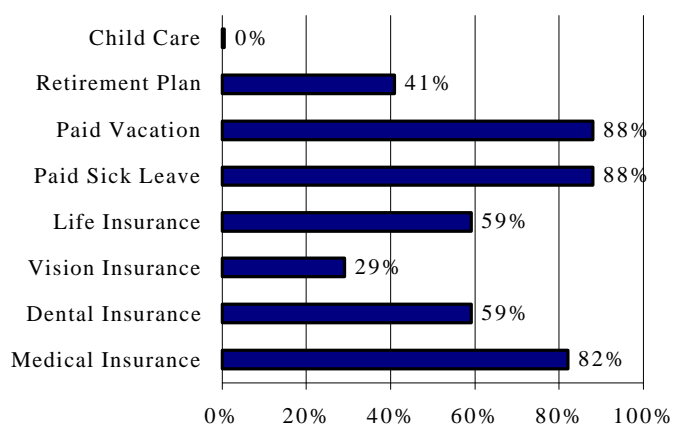
Electrical and Electronic Assemblers include assemblers who perform work at a level not requiring a high degree of precision. The occupation includes such occupations as Electronic Wirers, Armature Connectors, Electric Motor Winders, Skein Winders, Carbon Brush Assemblers, Battery and Battery Parts Assemblers, Electric Sign Assemblers, and Electrical and Electronic Subassemblers.

SIZE OF OCCUPATION

Medium - 200 to 400 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

Experience	Low	High	Median
New Hire, No Experience	\$5.00	\$10.00	\$6.00
New Hire, Experienced	\$6.00	\$14.50	\$7.50
Experienced, 3 Yrs w/firm	\$8.00	\$16.00	\$9.83

QUALIFICATIONS

Technical: Ability to read blueprints. Ability to read schematics. Ability to use hand tools. Knowledge of electronic circuitry. Understanding of electrical circuitry. Understanding of military specifications. Electronic component and product assembly skills. Soldering skills.

Physical: Ability to stand continuously for 2 or more hours. Ability to sit continuously for 2 or more hours. Ability to work rapidly. Possession of good color perception. Manual dexterity. Good eye-hand coordination. Good vision.

Personal: Ability to work independently. Ability to perform routine, repetitive work. Willingness to work with close supervision.

SUPPLY AND DEMAND

Experienced: Firms report little difficulty in finding experienced applicants. Job market is competitive.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Electrical and Electronic Assemblers

Surveyed - Summer 1997

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	24%	12%
Usually	35%	29%
Sometimes	29%	53%
Never	12%	6%

OTHER INFORMATION

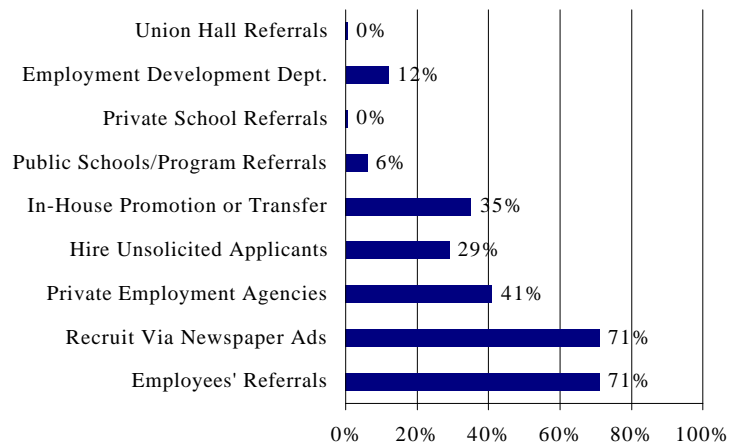
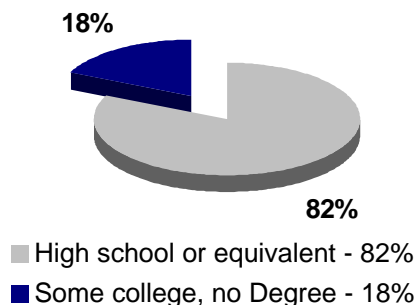
Hours: Most employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a part time basis averaging 22 hours per week. Some employers offer work on a temporary basis averaging 27 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Slower than average growth rate
(2.5 % annually)

Other Related Information Sources: DOT Code # 726.684-018. CA Occupational Guide # 47.

EXCAVATING AND LOADING MACHINE OPERATORS

OES CODE 979230

DESCRIPTION

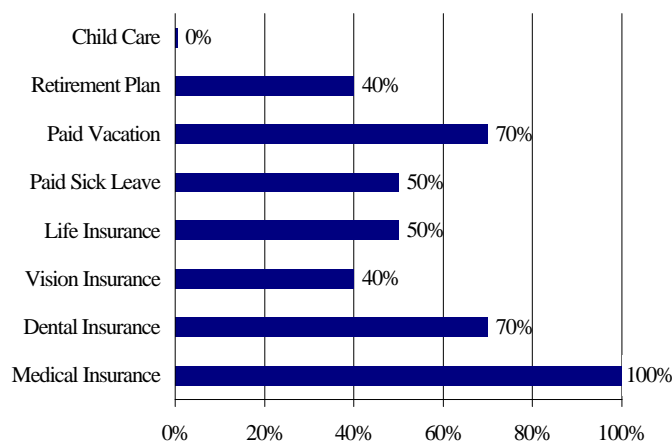
Excavating and Loading Machine operators operate or tend machinery, except dredges or draglines, equipped with scoop, shovels, or buckets to excavate and load loose materials.

SIZE OF OCCUPATION

Small - Less than 200

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

WAGES

<i>Non-Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.00	\$15.00	\$9.50
New Hire, Experienced	\$10.00	\$17.00	\$12.00
Experienced, 3 Yrs w/firm	\$12.00	\$20.00	\$15.00

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$25.83	\$25.83	\$25.83
New Hire, Experienced	\$12.00	\$27.18	\$20.92
Experienced, 3 Yrs w/firm	\$16.00	\$28.62	\$24.57

QUALIFICATIONS

Technical: Ability to maintain equipment.

Physical: Ability to work outdoors in all weather conditions. Ability to tolerate noise, dust, and fumes. Good vision. Good physical condition. Good eye/hand/foot coordination. Good sense of balance.

Personal: Ability to work independently. Possession of mechanical aptitude. Willingness to work with close supervision.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Excavating and Loading Machine Operators

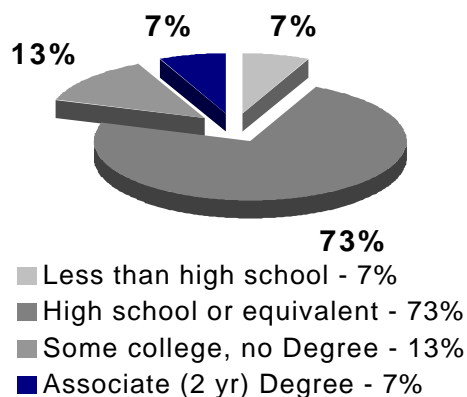
Surveyed - Summer 1997

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	33%	0%
Usually	33%	20%
Sometimes	34%	67%
Never	0%	13%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

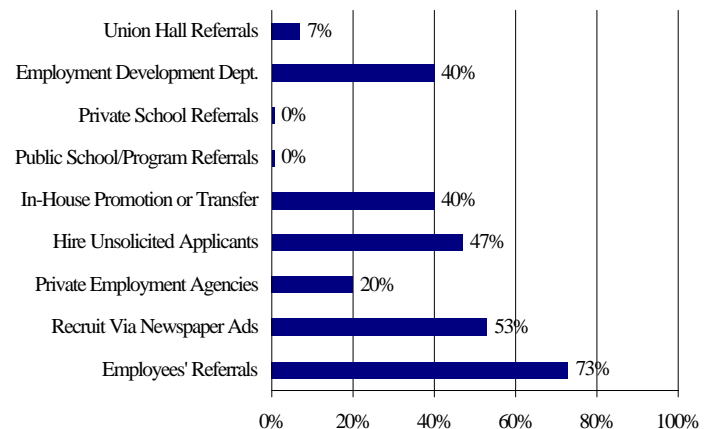
Slower than average growth rate
(2.4 % annually)

OTHER INFORMATION

Hours: Most employers offer work on a full time basis averaging 43 hours per week. Few employers offer work on a part time basis averaging 10 hours per week. Few employers offer work on a temporary basis averaging 32 hours per week. Few employers offer work on a seasonal basis averaging 36 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code #850.684-010, 932.683-014. CA Occupational Guide #147.

FIREFIGHTERS

OES CODE 630080

DESCRIPTION

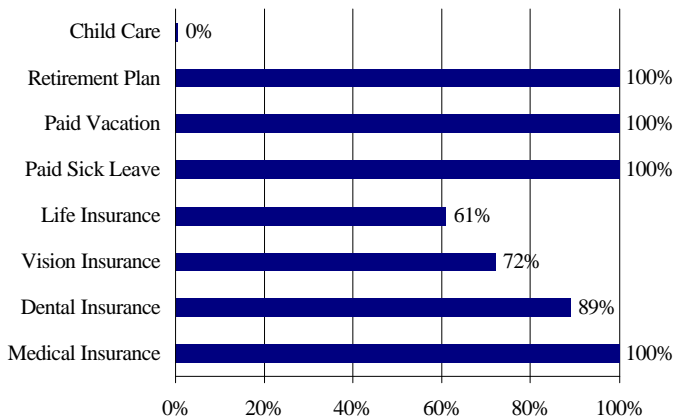
Firefighters control and extinguish fires, protect life and property, and maintain equipment as paid volunteers or employees of city, township, state, or federal government.

SIZE OF OCCUPATION

Large - 401 to 868 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



SUPPLY AND DEMAND

Experienced: Firms report no difficulty in finding experienced applicants. Job market is very competitive.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

WAGES

<i>Non-Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.50	\$13.00	\$10.86
New Hire, Experienced	\$7.75	\$13.50	\$10.53
Experienced, 3 Yrs w/firm	\$9.00	\$16.25	\$12.94

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.00	\$11.03	\$7.48
New Hire, Experienced	\$5.27	\$13.19	\$9.78
Experienced, 3 Yrs w/firm	\$8.00	\$15.00	\$12.08

QUALIFICATIONS

Technical: Ability to apply principles of hazardous and toxic waste disposal. Ability to administer emergency first aid. Ability to take vital signs. Ability to write effectively. Knowledge of medical terminology. Knowledge of local streets. Possession of a valid Class A driver's license. Emergency Medical Technician Certificate.

Physical: Ability to climb to high places. Ability to pass a pre-employment medical examination. Ability to pass a physical performance test. Good vision. Good hearing. Possession of agility and coordination.

Personal: Ability to work independently. Possession of a clean police record. Willingness to work with close supervision. Public contact skills.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Firefighters

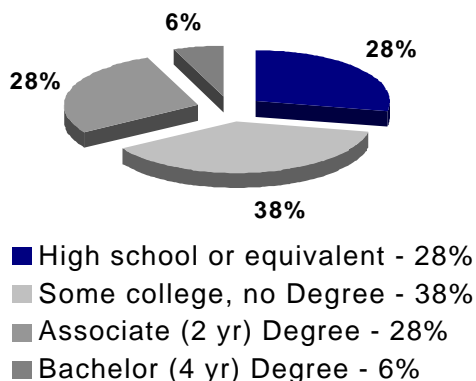
Surveyed - Summer 1997

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	45%	11%
Usually	22%	28%
Sometimes	11%	55%
Never	22%	6%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

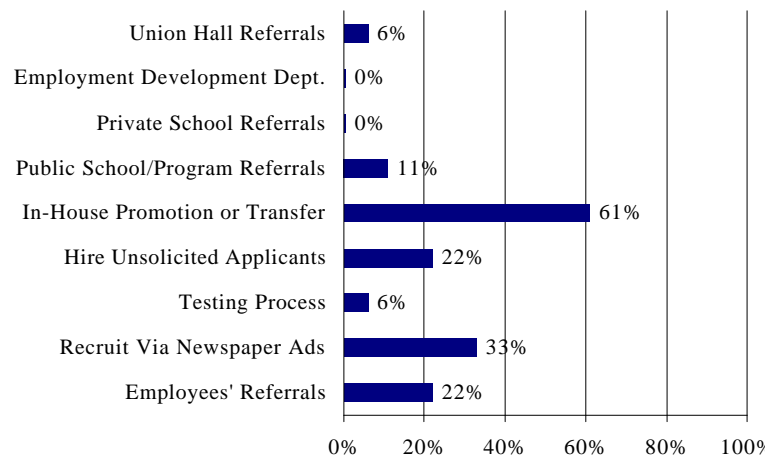
Slower than average growth rate
(2.8% annually)

OTHER INFORMATION

Hours: Many employers offer work on a full time basis averaging 52 hours per week. Few employers offer work on a part time basis averaging 20 hours per week. Some employers offer work on a temporary basis averaging 6 hours per week. Some employers offer work on a seasonal basis averaging 46 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code #373.364-010. CA Occupational Guide #241.

FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS

OES CODE 510020

DESCRIPTION

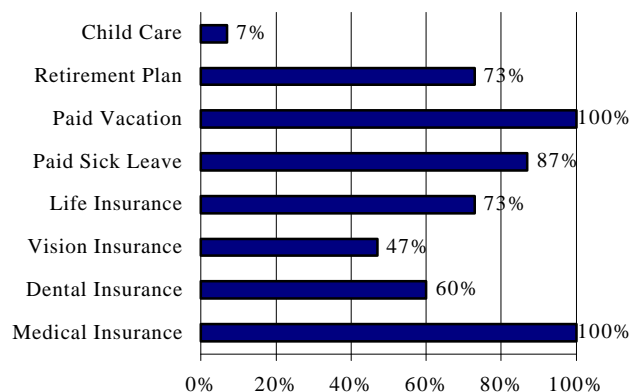
First Line Clerical Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

SIZE OF OCCUPATION

Very Large - more than 868 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.25	\$12.00	\$7.75
New Hire, Experienced	\$5.25	\$21.50	\$9.79
Experienced, 3 Yrs w/firm	\$6.00	\$24.75	\$11.33

QUALIFICATIONS

Technical: Ability to manage an activity or department. Ability to plan and organize the work of others. Ability to hire and assign personnel. Ability to use word processing software. Ability to write effectively. Ability to type at least 45 wpm. Office management skills. Report writing skills. Supervisory skills. Record keeping skills. Proofreading skills. Problem solving skills.

Personal: Ability to pay attention to detail. Ability to work independently. Customer service skills. Willingness to work with close supervision.

SUPPLY AND DEMAND

Experienced: Firms report little difficulty in finding experienced applicants. Job market is competitive.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

First Line Supervisors and Manager/Supervisors-Clerical and Administrative Support Occupations

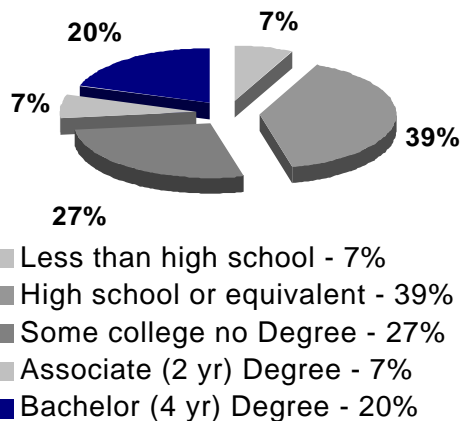
Surveyed - Summer 1997

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	40%	0%
Usually	53%	7%
Sometimes	7%	66%
Never	0%	27%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

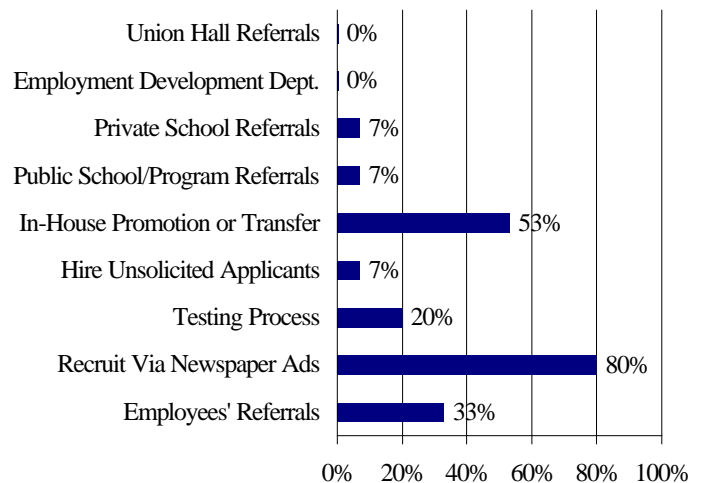
Slower than average growth rate
(3.0 % annually)

OTHER INFORMATION

Hours: Most employers offer work on a full time basis averaging 40 hours per week. Some employers offer work on a part time basis averaging 17 hours per week. Few employers offer work on a seasonal basis averaging 45 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 169.167-010, 169.167-034.

FOOD SERVICE MANAGERS

OES CODE 150261

DESCRIPTION

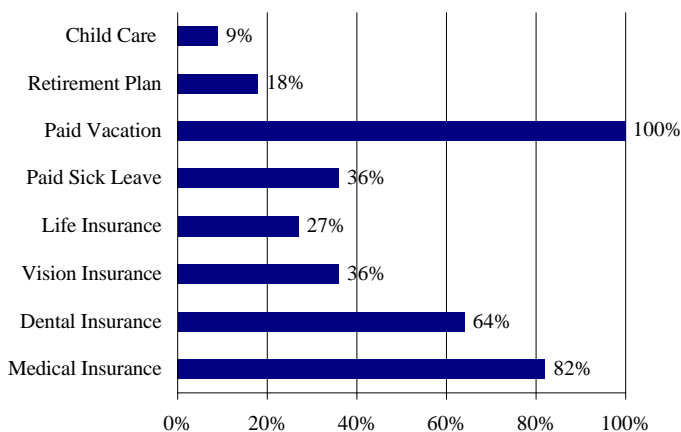
Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and/or beverages. Includes Food and Beverage Directors.

SIZE OF OCCUPATION

Large - 401 to 868 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.00	\$11.50	\$6.44
New Hire, Experienced	\$5.00	\$15.25	\$9.00
Experienced, 3 Yrs w/firm	\$6.00	\$19.25	\$11.00

QUALIFICATIONS

Technical: Ability to maintain financial records. Ability to manage an activity or department. Ability to plan and organize the work of others. Ability to follow purchasing procedures. Ability to hire and assign personnel. Ability to write effectively. Understanding of inventory techniques. Business math skills. Record keeping skills. Food preparation skills. Catering skills. Problem solving skills.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Public contact skills. Customer service skills.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Food Service Managers

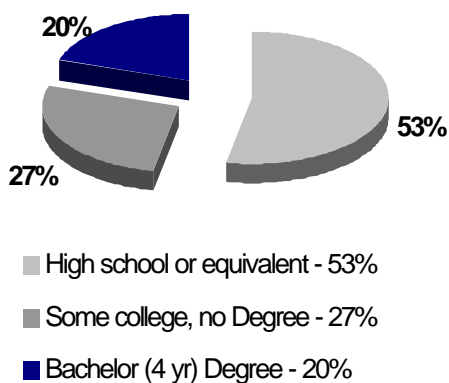
Surveyed - Summer 1997

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	40%	0%
Usually	33%	27%
Sometimes	27%	60%
Never	0%	13%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Average growth rate
(3.5% annually)

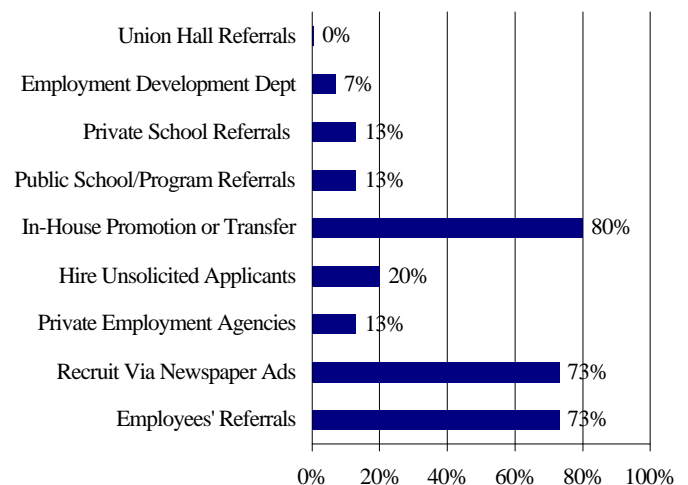
OTHER INFORMATION

Hours: Most employers offer work on a full time basis averaging 44 hours per week. Some employers offer work on a part time basis averaging 28 hours per week. Few employers offer work on a temporary and seasonal basis averaging 10 and 16 hours per week respectively.

Wages: Some employees receive tips ranging from 58 cents to \$10.00 per hour depending on their length of employment.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 319.137-010. CA Occupational Guide # 503.

HOTEL DESK CLERKS

OES CODE 538080

DESCRIPTION

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

WAGES

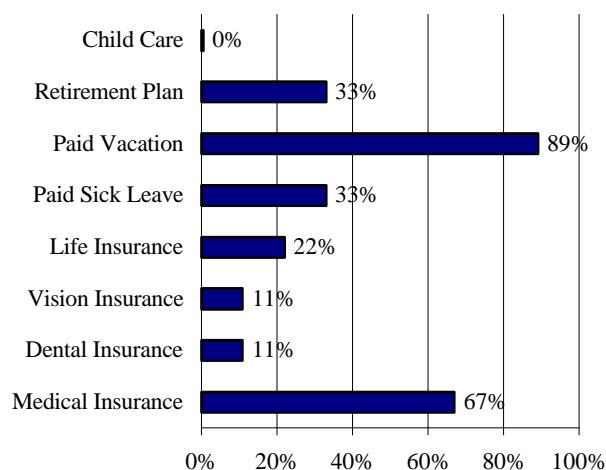
<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.25	\$7.50	\$6.00
New Hire, Experienced	\$5.50	\$8.00	\$6.50
Experienced, 3 Yrs w/firm	\$6.50	\$10.00	\$8.50

SIZE OF OCCUPATION

Medium - 200 to 400 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



QUALIFICATIONS

Technical: Ability to follow billing procedures. Ability to write effectively. Record keeping skills. Cash handling skills.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Good grooming skills. Public contact skills. Customer service skills.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Hotel Desk Clerks

Surveyed - Summer 1997

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	0%	7%
Usually	33%	53%
Sometimes	54%	40%
Never	13%	0%

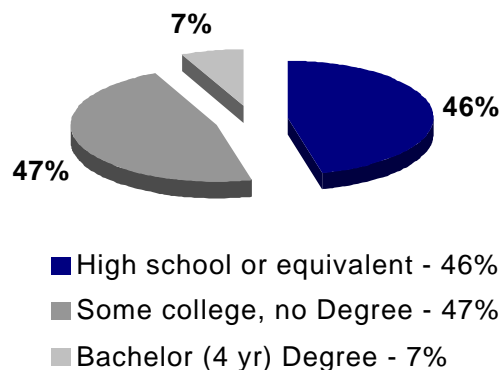
OTHER INFORMATION

Hours: Many employers offer work on a full time basis averaging 40 hours per week. Some employers offer work on a part time basis averaging 21 hours per week. Few employers offer work on a temporary basis averaging 11 hours per week. Few employers offer work on a seasonal basis averaging 23 hours per week.

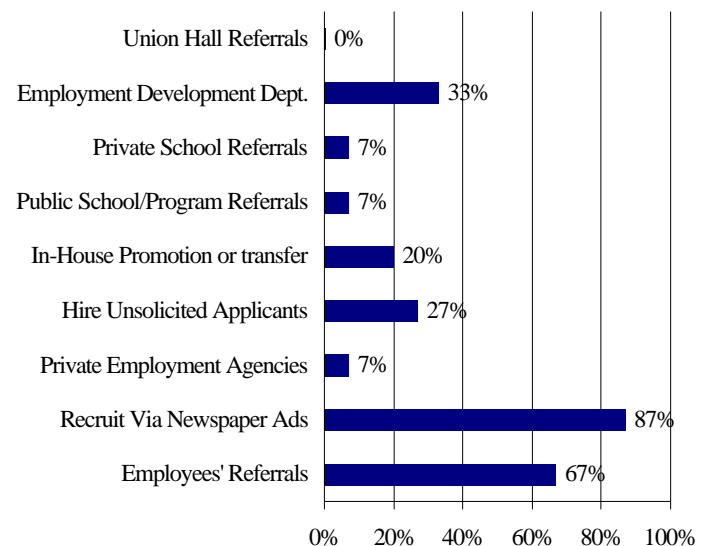
All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



Hiring Methods: Surveyed employers reported the following methods of recruitment:



EMPLOYMENT TRENDS

Much faster than average growth rate (5.6% annually)

Other Related Information Sources: DOT Code # 238.367-038. CA Occupational Guide # 70.

INTERIOR DESIGNERS

OES CODE 340410

DESCRIPTION

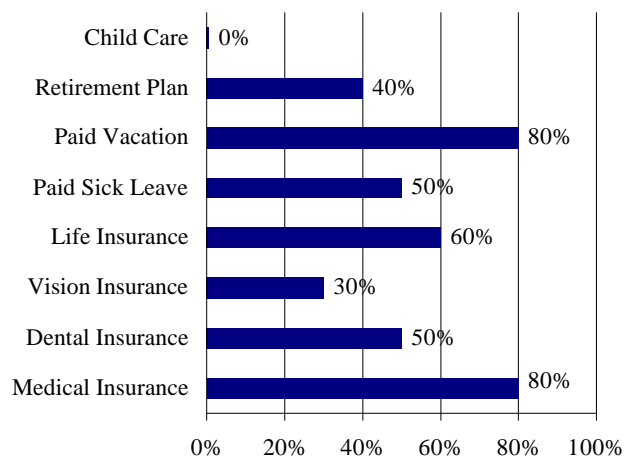
Interior Designers plan, design, and furnish interior environments of residential, commercial, or industrial buildings. They formulate designs to be practical, aesthetic, and conducive to intended purposes, such as raising productivity, selling merchandise, or improving life style. Interior Designers may specialize in a particular field, style, or phase of interior design. Does not include Merchandise Display Designers.

SIZE OF OCCUPATION

Small - less than 200 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.00	\$13.25	\$8.00
New Hire, Experienced	\$7.00	\$15.25	\$11.99
Experienced, 3 Yrs w/firm	\$10.00	\$21.50	\$14.41

QUALIFICATIONS

Technical: Ability to read working drawings. Ability to write effectively. Understanding of building codes. Freehand drawing skills. Record keeping skills. Cost estimating skills. Drafting skills. Layout and detail skills. Computer assisted design (CAD) skills. Verbal presentation skills. Artistic skills.

Physical: Possession of good color perception.

Personal: Ability to work independently. Willingness to work with close supervision. Willingness to work nights, weekends, and holidays. Public contact skills.

SUPPLY AND DEMAND

Experienced: Firms report little difficulty in finding experienced applicants. Job market is competitive.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Interior Designers

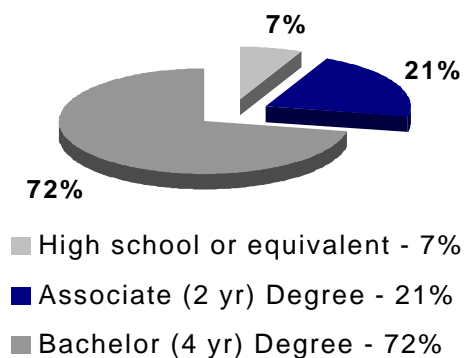
Surveyed - Summer 1997

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	29%	0%
Usually	57%	14%
Sometimes	14%	72%
Never	0%	14%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

Stable growth rate
(0.0% annually)

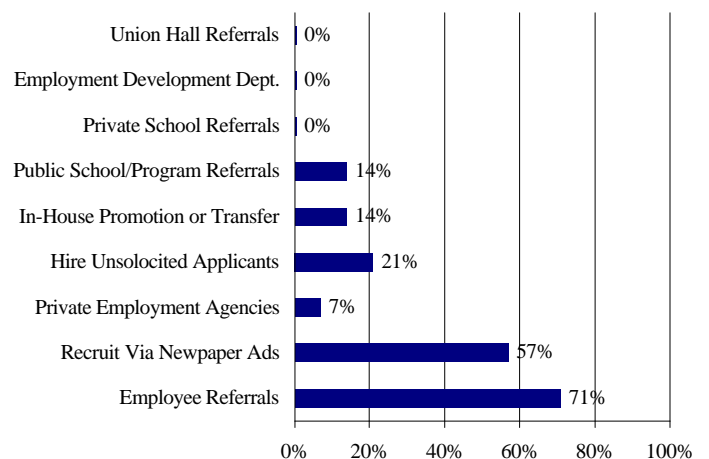
OTHER INFORMATION

Hours: Almost all employers offer work on a full time basis averaging 38 hours per week. Few employers offer work on a part time basis averaging 22 hours per week. Few employers offer work on a temporary basis averaging 30 hours per week.

Wages: Some employees receive commission ranging from \$7.67 to \$25.89 per hour depending on their length of employment.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 142.051-014. CA Occupational Guide # 189.

LAN/WAN NETWORK MANAGERS

MODIFIED DOT CODE 031.262-999

DESCRIPTION

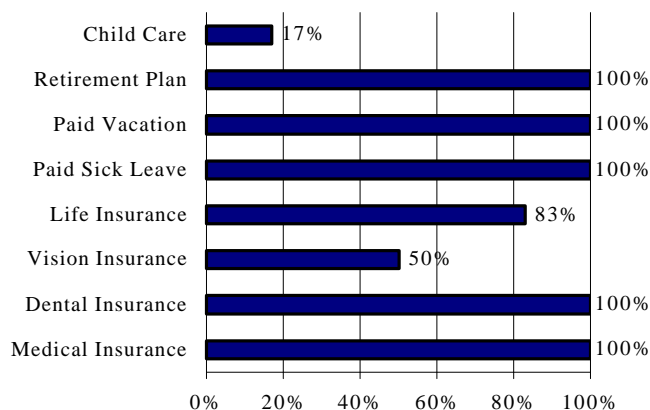
LAN/WAN Managers direct a firm's network and its related computing environment, including computer hardware, systems software, applications software, and all configurations. They make recommendations regarding the purchase of equipment and report the fiscal impact to company managers. They often manage a team consisting of analysts and technicians; however, some managers of smaller companies may work independently or with just one technician. They monitor data communications networks to ensure that networks are available to all system users and resolve data communications problems. They may train staff to use equipment and coordinate installation of or install communications lines. They often plan and track projects, write proposals, and troubleshoot both operating system software and hardware.

SIZE OF OCCUPATION

Very Large - more than 868 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.00	\$18.25	\$12.17
New Hire, Experienced	\$11.00	\$25.75	\$19.43
Experienced, 3 Yrs w/firm	\$14.50	\$31.50	\$20.87

QUALIFICATIONS

Technical: Ability to plan and organize training programs. Ability to use operating manuals. Ability to analyze data to solve problems. Ability to write effectively. Ability to operate video cameras. Ability to conduct training programs. Ability to troubleshoot. Ability to conduct cost analysis and propose recommendations. Ability to develop proposals. Ability to evaluate customers' system needs. Knowledge of microcomputer hardware and operating systems. Knowledge of software applications. Knowledge of lease line procedures for WANs. Understanding of local area networks (LAN). Understanding of wide area networks (WAN). Supervisory skills. Sales skills.

Personal: Ability to work independently. Ability to communicate with computer-literate staff. Ability to communicate technical information to non-technical staff. Ability to coordinate multiple activities. Willingness to work with close supervision.

EMPLOYMENT TRENDS

Much faster than average growth rate
(10.3% annually)

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

LAN/WAN (Local/Wide Area) Network Managers

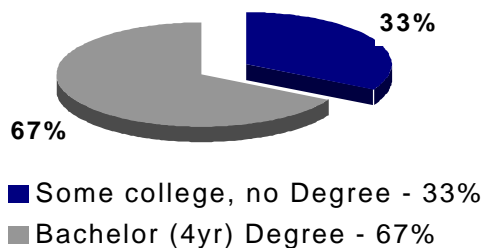
Surveyed - Summer 1997

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	66%	0%
Usually	17%	33%
Sometimes	17%	67%
Never	0%	0%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

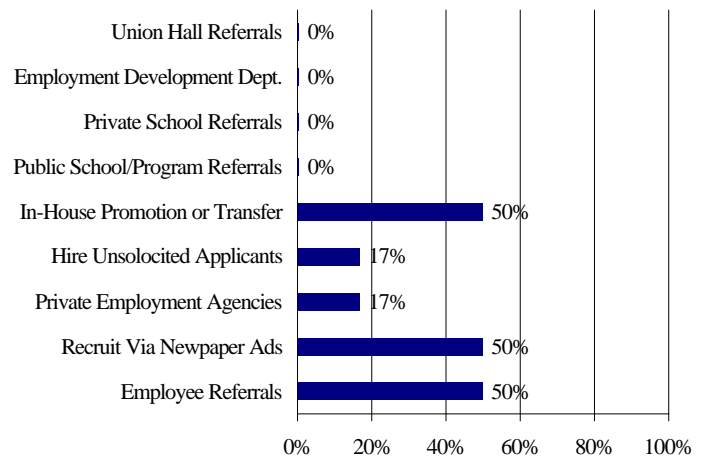
Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

OTHER INFORMATION

Hours: Almost all employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a temporary basis averaging 5 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 031.262-014. CA Occupational Guide # 2001A.

MEDICAL ASSISTANTS

OES CODE 660050

DESCRIPTION

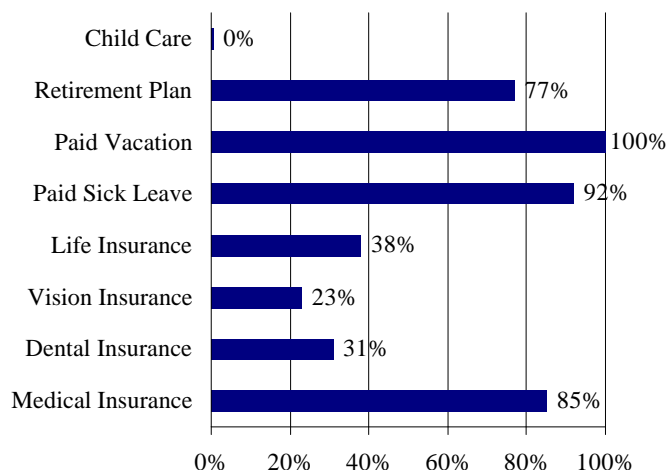
Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment rooms, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

SIZE OF OCCUPATION

Medium - 200 to 400 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.50	\$9.00	\$7.50
New Hire, Experienced	\$7.00	\$14.00	\$9.00
Experienced, 3 Yrs w/firm	\$8.50	\$15.00	\$10.88

QUALIFICATIONS

Technical: Ability to complete and explain medical insurance forms. Ability to transcribe medical records and reports. Ability to administer an electro-cardiograph (EKG) test. Ability to administer injections. Ability to apply sterilization techniques. Ability to follow billing procedures. Ability to use word processing software. Ability to write effectively. Ability to type at least 45 wpm. Knowledge of medical terminology. Understanding of inventory techniques. Blood drawing skills. Telephone answering skills. Possession of Medical Assistant Certificate.

Personal: Ability to handle crisis situations. Ability to work independently. Willingness to work with close supervision.

SUPPLY AND DEMAND

Experienced: Firms report little difficulty in finding experienced applicants. Job market is competitive.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Medical Assistants

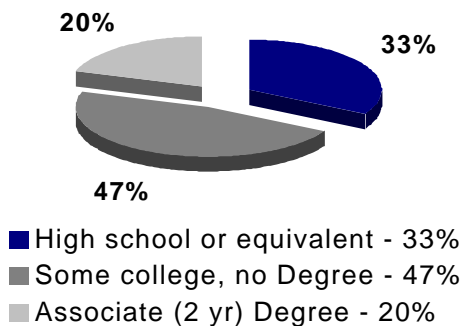
Surveyed - Summer 1997

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	40%	13%
Usually	47%	20%
Sometimes	13%	54%
Never	0%	13%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

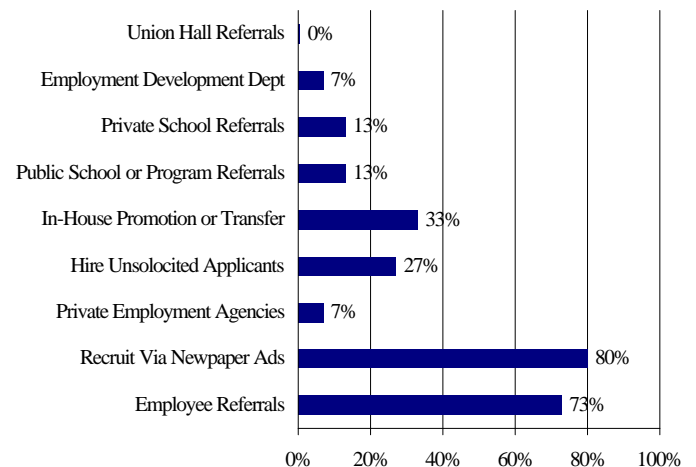
Slower than average growth rate
(2.6 % annually)

OTHER INFORMATION

Hours: Most employers offer work on a full time basis averaging 38 hours per week. Some employers offer work on a part time basis averaging 25 hours per week. Few employers offer work on a temporary basis averaging 19 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 079.362-010. CA Occupational Guide # 513.

NURSERY WORKERS

OES CODE 790050

DESCRIPTION

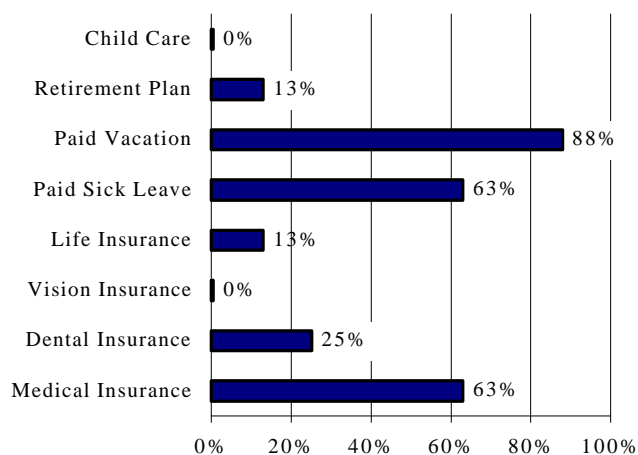
Nursery Workers work in nursery facilities planting, cultivating, harvesting, and transplanting trees, shrubs, or plants. Does not include workers whose primary duties involve sales or cashiering.

SIZE OF OCCUPATION

Small - less than 200 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

Experience	Low	High	Median
New Hire, No Experience	\$5.00	\$7.50	\$5.20
New Hire, Experienced	\$5.50	\$9.00	\$6.50
Experienced, 3 Yrs w/firm	\$6.50	\$12.50	\$7.75

QUALIFICATIONS

Technical: Ability to apply sales techniques. Knowledge of horticulture. Knowledge of gardening tools. Knowledge of pesticides and herbicides. Pruning skills. Possession of a valid driver license.

Physical: Ability to lift at least 100 lbs. repeatedly.

Personal: Ability to work independently. Willingness to work with close supervision. Public contact skills.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Nursery Workers

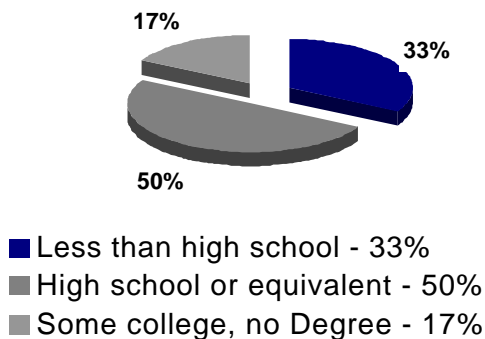
Surveyed - Summer 1997

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	0%	17%
Usually	33%	50%
Sometimes	42%	33%
Never	25%	0%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

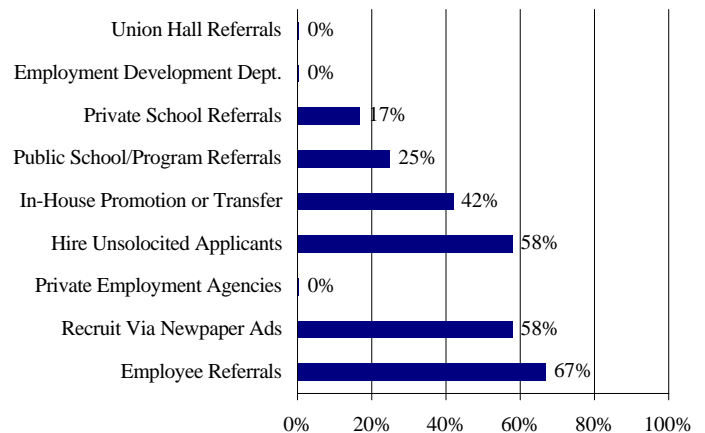
Much faster than average growth rate
(5.4% annually)

OTHER INFORMATION

Hours: Many employers offer work on a full time basis averaging 43 hours per week. Some employers offer work on a part time basis averaging 22 hours per week. Few employers offer work on a temporary basis averaging 19 hours per week. Some employers offer work on a seasonal basis averaging 35 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 405.687-014. CA Occupational Guide # 520.

OPTOMETRIC ASSISTANTS

MODIFIED DOT CODE 079.364-999

DESCRIPTION

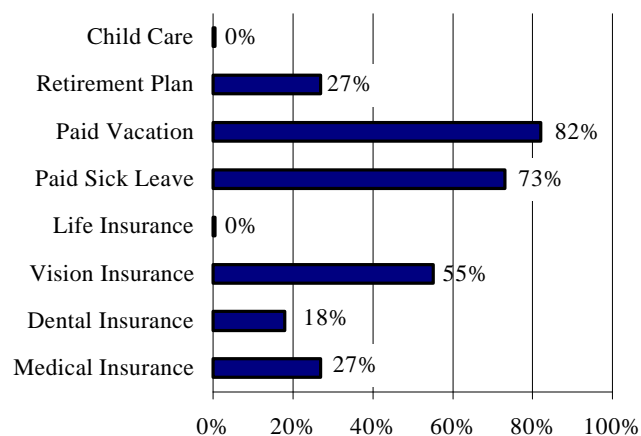
Optometric Assistants maintain records, schedule appointments; perform bookkeeping, filing and correspondence; and obtain and record patients' preliminary case histories. They prepare patients for vision examination, assist with examination, and work with patients in vision therapy. They may assist patients with frame selection.

SIZE OF OCCUPATION

Medium - 200 to 400 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.00	\$10.00	\$7.00
New Hire, Experienced	\$6.50	\$10.50	\$8.28
Experienced, 3 Yrs w/firm	\$8.00	\$15.00	\$10.00

QUALIFICATIONS

Technical: Ability to use a computer terminal. Knowledge of billing procedures. Knowledge of bookkeeping procedures. Knowledge of ocular anatomy. Knowledge of optometric instruments. Record keeping skills. Telephone answering skills.

Personal: Willingness to work with close supervision.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Optometric Assistants

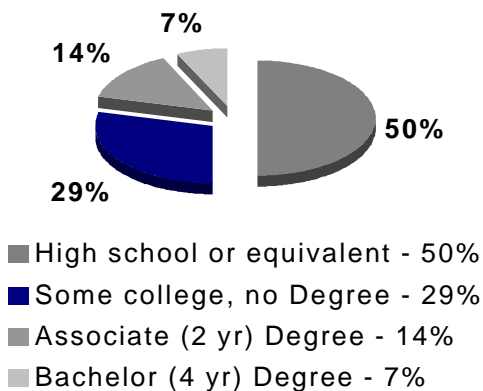
Surveyed - Summer 1997

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	7%	0%
Usually	36%	29%
Sometimes	43%	71%
Never	14%	0%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

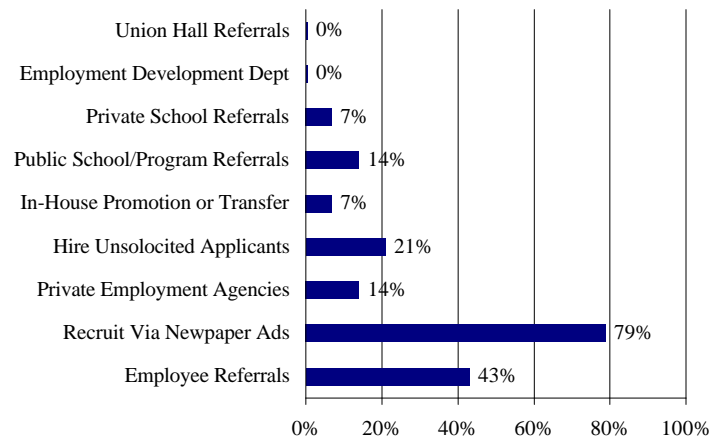
Average growth rate
(3.2% annually)

OTHER INFORMATION

Hours: Many employers offer work on a full time basis averaging 40 hours per week. Many employers offer work on a part time basis averaging 26 hours per week. Few employers offer work on a temporary basis averaging 15 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 079.364-014. CA Occupational Guide # 470.

REGISTERED NURSES

OES CODE 325020

DESCRIPTION

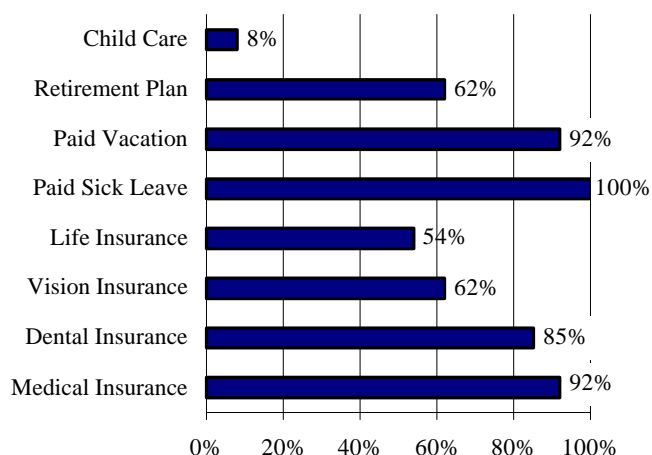
Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

SIZE OF OCCUPATION

Very Large - more than 868 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

Experience	Low	High	Median
New Hire, No Experience	\$12.00	\$19.00	\$16.00
New Hire, Experienced	\$13.00	\$30.00	\$18.00
Experienced, 3 Yrs w/firm	\$15.00	\$30.00	\$20.30

QUALIFICATIONS

Technical: Ability to complete and explain insurance forms. Ability to plan and organize the work of others. Ability to provide personal services to patients. Ability to administer an electrocardiograph (EKG) test. Ability to apply transferring techniques moving patients. Ability to write effectively. Intensive care treatment skills. Record keeping skills.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Public contact skills.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Registered Nurses

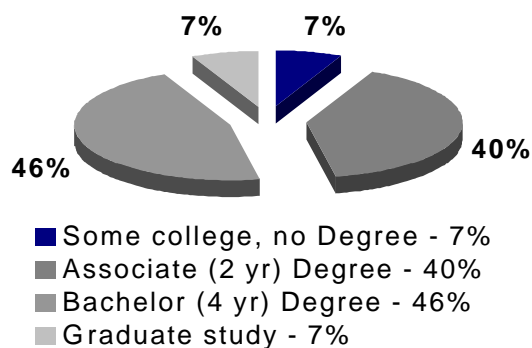
Surveyed - Summer 1997

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	53%	0%
Usually	40%	20%
Sometimes	7%	47%
Never	0%	33%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

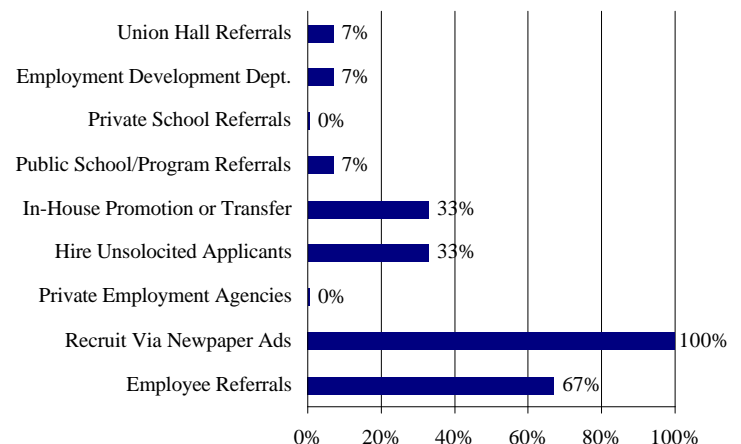
Slower than average growth rate
(2.0% annually)

OTHER INFORMATION

Hours: Many employers offer work on a full time basis averaging 38 hours per week. Few employers offer work on a part time basis averaging 20 hours per week. Some employers offer work on a temporary basis averaging 15 hours per week. Few employers offer work on a seasonal basis averaging 31 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 079.374-014. CA Occupational Guide # 29.

SECRETARIES, LEGAL

OES CODE 551020

DESCRIPTION

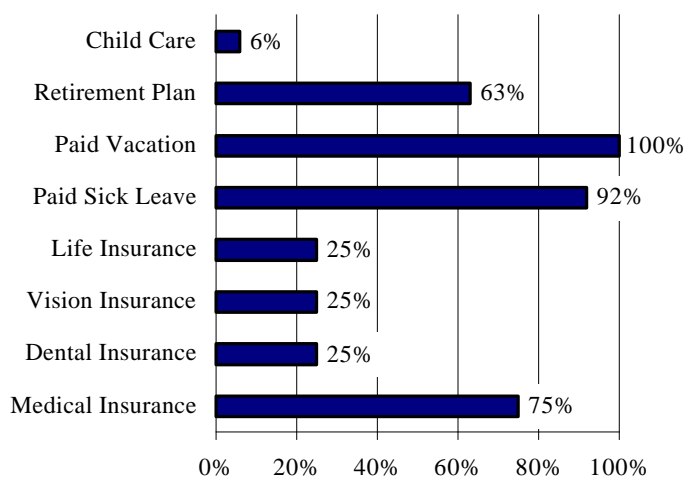
Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, complaints, motions, and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as research, and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials.

SIZE OF OCCUPATION

Small - less than 200 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

Experience	Low	High	Median
New Hire, No Experience	\$6.00	\$13.00	\$8.00
New Hire, Experienced	\$7.50	\$15.00	\$10.00
Experienced, 3 Yrs w/firm	\$11.50	\$19.50	\$13.81

QUALIFICATIONS

Technical: Ability to follow law office methods and procedures. Ability to operate a transcribing machine. Ability to follow billing procedures. Ability to use spreadsheet software. Ability to use word processing software. Ability to write effectively. Ability to maintain an appointment calendar. Ability to take dictation at 100 wpm or more. Ability to type at least 60 wpm. Understanding of court proceedings. Understanding of legal terms. Record keeping skills. Alphabetic and numeric filing skills. Proofreading skills. Telephone answering skills.

Personal: Ability to work independently. Willingness to work with close supervision.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Secretaries, Legal

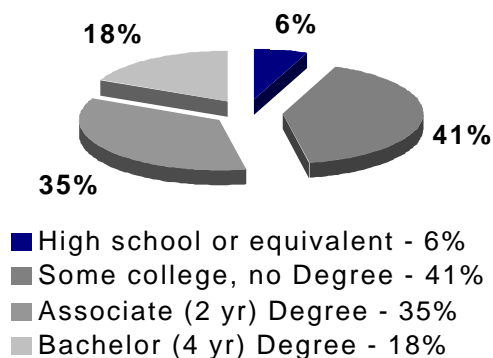
Surveyed - Summer 1997

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	52%	0%
Usually	24%	12%
Sometimes	24%	82%
Never	0%	6%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

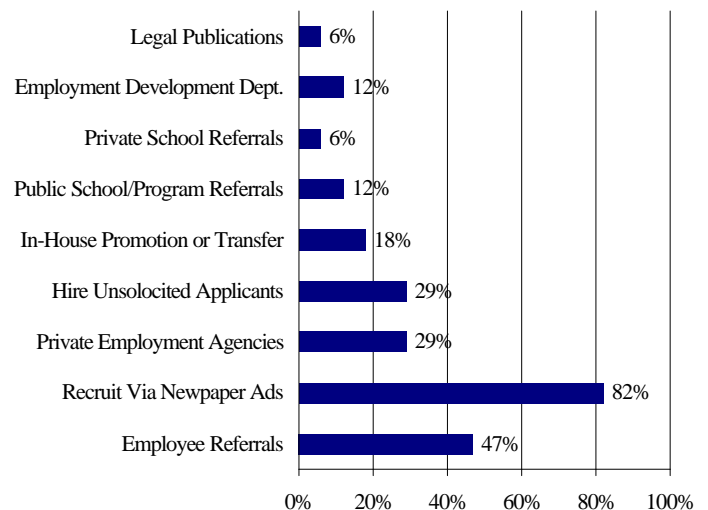
Faster than average growth rate
(4.8% annually)

OTHER INFORMATION

Hours: Almost all employers offer work on a full time basis averaging 39 hours per week. Few employers offer work on a part time basis averaging 23 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 201.362-010. CA Occupational Guide # 172.

TEACHERS-ELEMENTARY SCHOOL

OES CODE 313050

DESCRIPTION

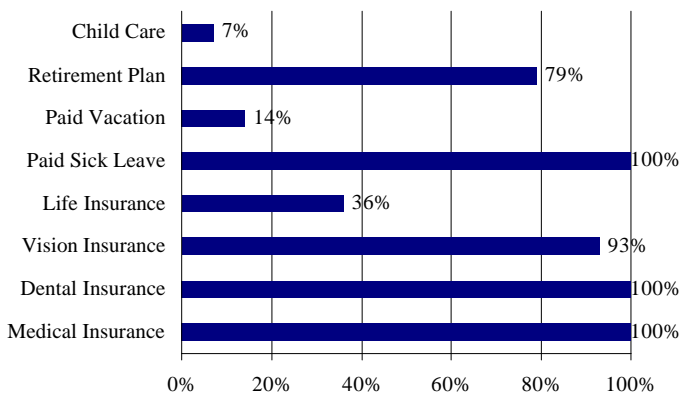
Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Does not include special education teachers who teach only handicapped pupils.

SIZE OF OCCUPATION

Very Large - more than 868 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



SUPPLY AND DEMAND

Experienced: Firms report little difficulty in finding experienced applicants. Job market is competitive.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

WAGES

<i>Non-Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$9.00	\$14.50	\$11.77
New Hire, Experienced	\$7.00	\$17.25	\$9.11
Experienced, 3 Yrs w/firm	\$7.00	\$18.50	\$9.11

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$11.23	\$17.93	\$13.08
New Hire, Experienced	\$11.75	\$22.38	\$15.76
Experienced, 3 Yrs w/firm	\$12.28	\$20.46	\$16.02

QUALIFICATIONS

Technical: Ability to administer emergency first aid. Ability to write effectively. Knowledge of algebra. Possession of a state teacher's certificate. Audiovisual teaching skills. Artistic skills. Musical skills. Supervisory skills. Classroom management skills. Record keeping skills. Problem solving skills.

Personal: Ability to work independently. Ability to work under pressure. Ability to exercise patience. Understanding of a variety of cultures. Possession of a clean police record. Willingness to work with close supervision.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Teachers – Elementary School

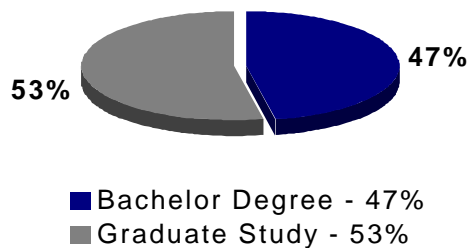
Surveyed - Summer 1997

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	7%	0%
Usually	27%	20%
Sometimes	33%	73%
Never	33%	7%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

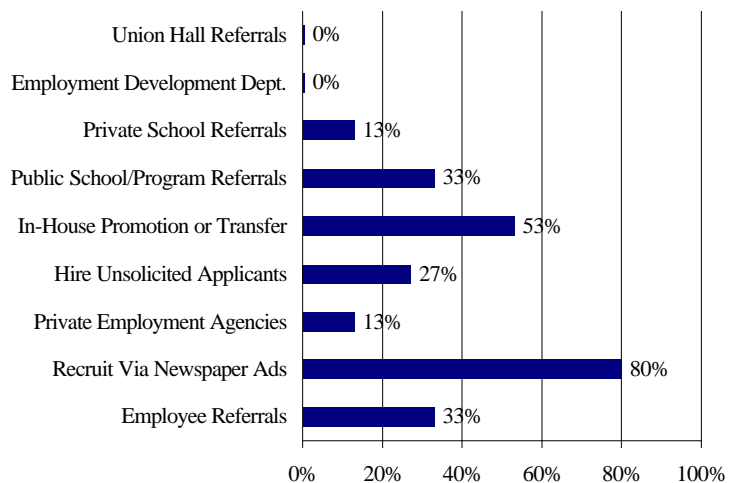
Slower than average growth rate
(2.8% annually)

OTHER INFORMATION

Hours: Almost all employers offer work on a full time basis averaging 37 hours per week. Few employers offer work on a part time basis averaging 18 hours per week. Few employers offer work on a temporary basis averaging 13 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 092.227-010. CA Occupational Guide #10.

TEACHERS-SECONDARY SCHOOL

OES CODE 313080

DESCRIPTION

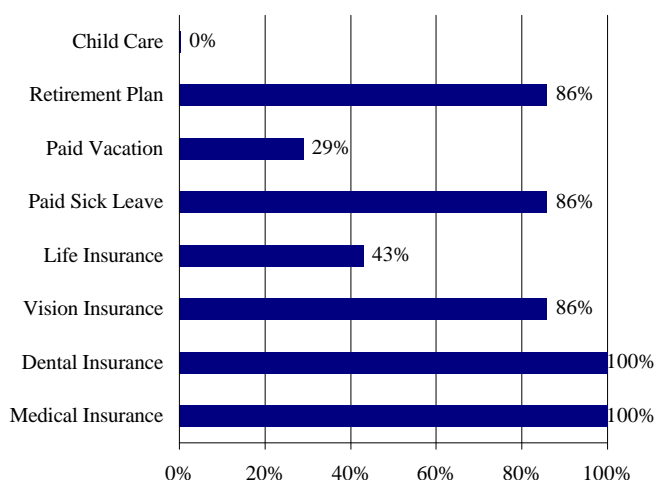
Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Includes vocational high school teachers. Does not include special education teachers who teach only students with disabilities.

SIZE OF OCCUPATION

Very Large - More than 868 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$12.75	\$21.00	\$14.37
New Hire, Experienced	\$13.50	\$20.50	\$16.30
Experienced, 3 Yrs w/firm	\$15.50	\$24.25	\$15.82

QUALIFICATIONS

Technical: Ability to administer emergency first aid. Ability to perform advanced mathematical computations. Ability to write effectively. Possession of a state teacher's certificate. Audiovisual teaching skills. Supervisory skills. Classroom management skills. Record keeping skills. Problem solving skills.

Personal: Ability to work independently. Ability to work under pressure. Ability to exercise patience. Understanding of a variety of cultures. Possession of a clean police record. Willingness to work with close supervision. Public contact skills.

SUPPLY AND DEMAND

Experienced: Firms report little difficulty in finding experienced applicants. Job market is competitive.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Teachers-Secondary School

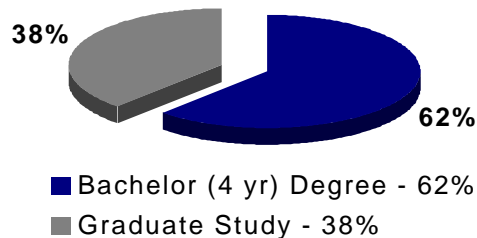
Surveyed - Summer 1997

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	13%	38%
Usually	25%	13%
Sometimes	13%	49%
Never	49%	0%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

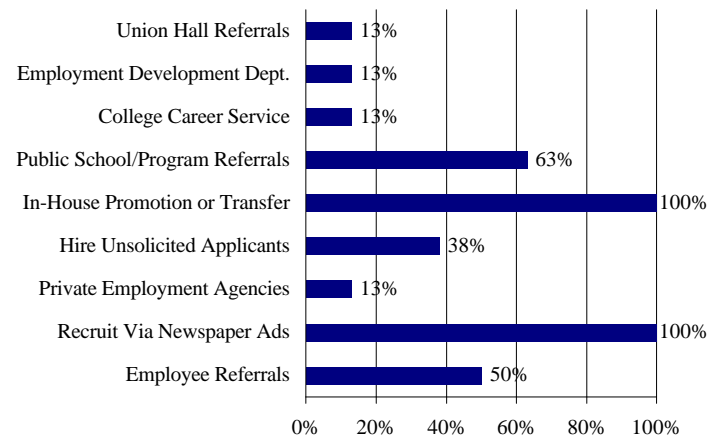
Faster than average growth rate
(3.9 % annually)

OTHER INFORMATION

Hours: Almost all employers offer work on a full time basis averaging 39 hours per week. Few employers offer work on a part time basis averaging 24 hours per week. Some employers offer work on a temporary basis averaging 26 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 091.227-010. CA Occupational Guide # 57.

TRAFFIC, SHIPPING, AND RECEIVING CLERKS

OES CODE 580280

DESCRIPTION

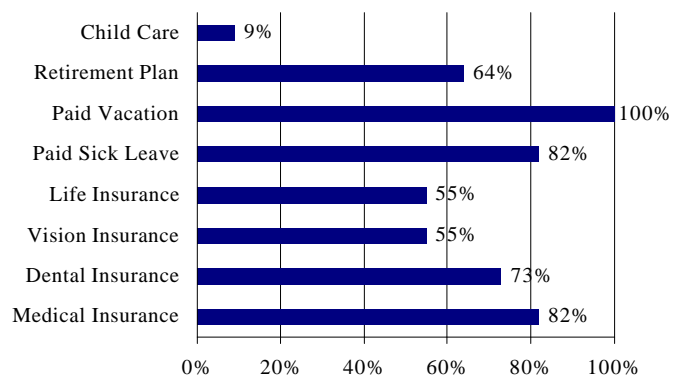
Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking.

SIZE OF OCCUPATION

Large - 401 to 868 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.00	\$11.00	\$6.50
New Hire, Experienced	\$5.00	\$16.25	\$7.50
Experienced, 3 Yrs w/firm	\$7.00	\$16.25	\$9.00

QUALIFICATIONS

Technical: Ability to operate a forklift. Ability to plan and organize the work of others. Ability to use the US and private parcel post service. Ability to write effectively. Ability to type at least 30 wpm. Understanding of inventory techniques. Possession of a valid driver's license. Record keeping skills.

Physical: Ability to stand continuously for 2 or more hours. Ability to lift at least 60 lbs.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Traffic, Shipping, and Receiving Clerks

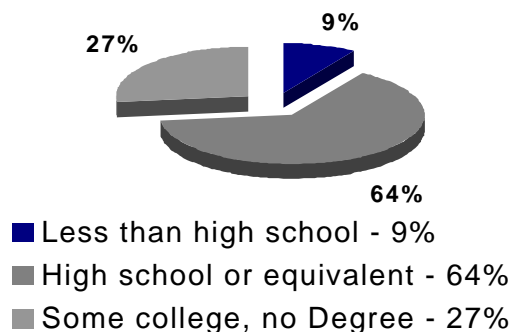
Surveyed - Summer 1997

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	18%	9%
Usually	9%	36%
Sometimes	27%	37%
Never	46%	18%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

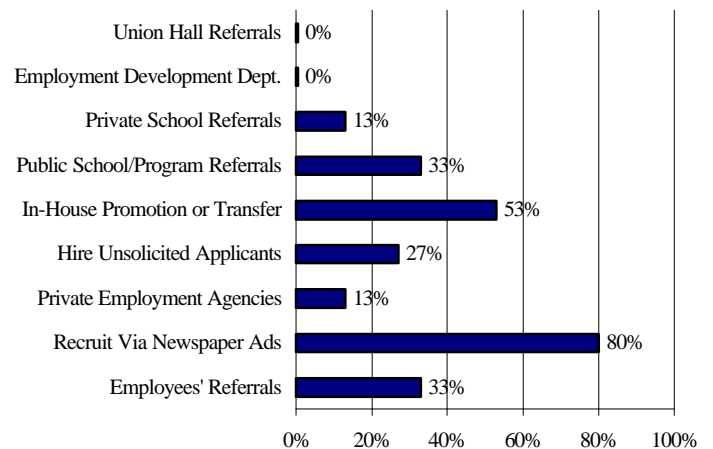
Slower than average growth rate
(2.2 % annually)

OTHER INFORMATION

Hours: Most employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a part time basis averaging 17 hours per week. Few employers offer work on a temporary basis averaging 20 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 222.387-050. CA Occupational Guide #63.

WELDERS AND CUTTERS

OES CODE 939140

DESCRIPTION

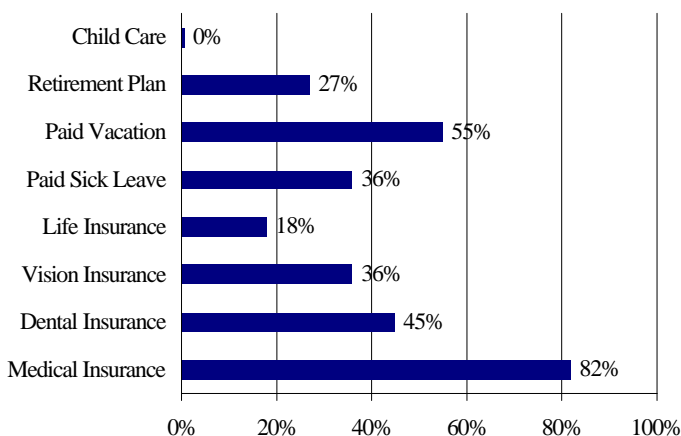
Welders and Cutters use flamecutting; hand, arc, and gas welding equipment; and gas torches to weld together metal components of such products as pipelines, automobiles, boilers, and ships. They join together components of fabricated sheet metal assemblies or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

SIZE OF OCCUPATION

Small - less than 200 workers

BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



WAGES

UNION AND NON-UNION

<i>Experience</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.50	\$12.75	\$7.00
New Hire, Experienced	\$7.50	\$15.00	\$10.00
Experienced, 3 Yrs w/firm	\$9.00	\$16.50	\$14.50

Unions tend to pay at top end of wage range

QUALIFICATIONS

Technical: Ability to operate inspection equipment. Ability to read blueprints. Ability to read working drawings. Ability to use precision tools. Ability to pass a work performance test. Arc welding skills. Gas welding skills. Certified structural welder. Certified pressure vessel and pipe welder.

Physical: Ability to work in awkward positions. Ability to work from ladders and scaffolds. Ability to stand continuously for 2 or more hours.

Personal: Ability to work independently. Possession of mechanical aptitude. Willingness to work with close supervision.

SUPPLY AND DEMAND

Experienced: Firms report some difficulty in finding experienced applicants. Job market is good.

Inexperienced: Firms report some difficulty in finding inexperienced applicants. Job market is good.

GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Welders and Cutters

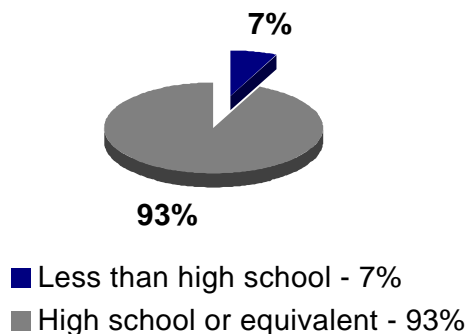
Surveyed - Summer 1997

TRAINING AND EXPERIENCE

	<i>Work Experience Required</i>	<i>Training as Substitute for Experience</i>
Always	43%	0%
Usually	43%	21%
Sometimes	14%	72%
Never	0%	7%

EDUCATION

Surveyed employers reported the following educational levels for recent hires:



EMPLOYMENT TRENDS

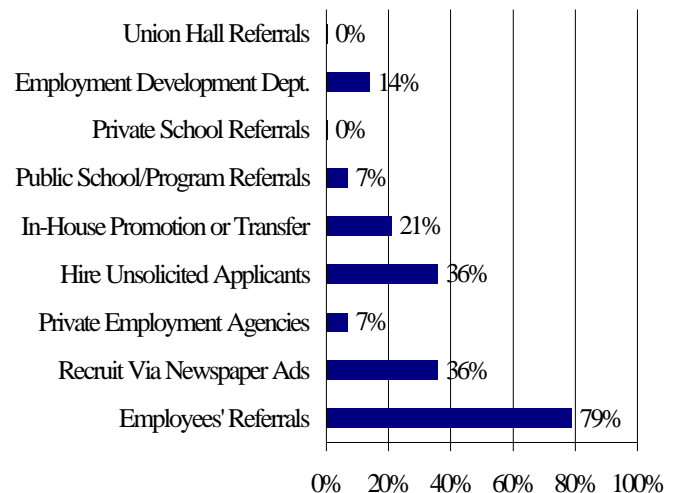
Faster than average growth rate
(3.9 % annually)

OTHER INFORMATION

Hours: Almost all employers offer work on a full time basis averaging 40 hours per week. Few employers offer work on a part time basis averaging 20 hours per week. Few employers offer work on a seasonal basis averaging 40 hours per week.

All = 100%, **Almost All** = 80% to 99%, **Most** = 60% to 79%, **Many** = 40% to 59%, **Some** = 20% to 39%, **Few** = less than 20%.

Hiring Methods: Surveyed employers reported the following methods of recruitment:



Other Related Information Sources: DOT Code # 819.384-010. CA Occupational Guide #84.

VOCATIONAL TRAINING DIRECTORY

COMMUNITY COLLEGES

Cosumnes River College

Lake Tahoe Community College

Sierra College, Nevada County Campus

Sierra College, Rocklin Campus

Training Provider

Cosumnes River College

6699 Campus Drive
Placerville, CA 95667
(530) 642-5644
Fax (530) 642-5652
www.crc.losrios.cc.ca.us

Programs Offered:

Accounting
Administrative Assistant
Administration of Justice
Art
Business
Computer Information Science
Early Childhood Education
Human Services
Journalism

Available Services:

Career counseling
Career/vocational assessment
Financial aid/assistance
Access to public transportation

Time to Complete Program: 2 - 3 years

Cost: \$11.00/unit

Other Fees: Books

Entrance Requirements: 18 years or older

Received upon Completion: Associate degree or certificate of completion

Open entry/Open exit: No

Training Provider

Lake Tahoe Community College

One College Drive
So. Lake Tahoe, CA 96150-4524
(530) 541-4660 Ext. 225
Fax (530) 541-7852
www.ltcc.cc.ca.us

Programs Offered:

Addiction Studies
Art
Business
Business Office Administration
Computer Studies
Criminal Justice
Culinary Arts
Early Childhood Education
Fire Science
Legal Assistant
Medical Office Assistant
Photography
Real Estate

Available Services:

Access to public transportation
Career counseling
Career/vocational assessment
Financial aid/assistance
Job placement assistance

Time to Complete Program: 1 - 2 years

Cost: \$7.00/unit

Other Fees: Book/material fees or deposits

Entrance Requirements: Adults or high school graduates

Received upon Completion: Associate degree or certificate of completion

Open entry/Open exit: No

Training Provider

Sierra College, Nevada County Campus

250 Sierra College Drive
Grass Valley, CA 95945
(530) 274-5300
Fax (530) 274-5324
www.sierra.cc.ca.us

Programs Offered:

Accounting
Business Administration
Business – Office Technology
Communication Studies
Computer Integrated Electronics
Computer Studies
Drafting
Early Childhood Education
Health Careers – Office Technology
Management
Marketing

Available Services:

Access to public transportation
Career counseling
Career/vocational assessment
Financial aid/assistance

Time to Complete Program:

1 - 2 years

Cost:

\$11.00/unit

Other Fees:

\$11.00 health fee, \$6.00 student fee, books

Entrance Requirements:

Adults or high school graduates

Received upon Completion:

Associate degree or certificate of completion

Open entry/Open exit:

No

Training Provider

Sierra College, Rocklin Campus

5000 Rocklin Road
Rocklin, CA 95677
(916) 624-3333
Fax (916) 781-0455
www.sierra.cc.ca.us

<i>Programs Offered:</i>	Accounting	Fashion Merchandising
	Agricultural, General, Suburban	Fire Science
	Animal Husbandry	Forestry
	Apparel Design & Production	Geology
	Automotive Analysis	Health Sciences
	Business Administration	Horticulture, Environmental
	Business – Office Technology	Industrial Technology, General
	Communication Studies	Management
	Computer Integrated Electronics	Marketing
	Computer Studies	Metals/Manufacturing Technology
	Construction Technology	Mining
	Drafting	Nursing, Registered
	Early Childhood Education	Nursing, Vocational
	Engineering	Photography
	Equine Studies	Real Estate
		Teacher's Aide

<i>Available Services:</i>	Access to public transportation
	Career counseling
	Career/vocational assessment
	Financial aid/assistance

<i>Time to Complete Program:</i>	1 - 2 years
<i>Cost:</i>	\$11.00/unit
<i>Other Fees:</i>	\$11.00 health fee, \$6.00 student fee, books
<i>Entrance Requirements:</i>	Adults or high school graduates
<i>Received upon Completion:</i>	Associate degree or certificate of completion
<i>Open entry/Open exit:</i>	No

REGIONAL OCCUPATIONAL PROGRAMS (ROP)

Central Sierra ROP

49er ROP

Training Provider

Central Sierra Regional Occupational Program

El Dorado County

4675 Missouri Flat Road
Placerville, CA 95667
(530) 621-0123
Fax (530) 642-0287

Mailing Address
P.O. Box 1450
Diamond Springs, CA 95619
www.otan.dni.us/gsierra/central/index.htm

Programs Offered:

Animal Health	Electronics
Architect – CAD Drafting	Fire Control Technician
Automotive Services, Body	Floricultural
Automotive Services, Engine	Graphic Arts/Printing
Computer Studies	Law Enforcement Video Production
Computer Technician, Mini	Manicuring
Cosmetology	Medical Assisting
Culinary Arts	Metal Fabrication/Welding
Dental Assistant	Photography
Early Childhood Education	Video Production

Available Services:

Access to Public Transportation
Career Counseling
Career/Vocational Assessment
Veteran Approved

Time to Complete Program: 2 – 18 months

Cost: \$20.00 - \$80.00/semester

Other Fees: Books/material fees or deposit

Entrance Requirements: 16 years or older

Received upon Completion: Certificate of completion

Open entry/Open exit: No

Training Provider

49er Regional Occupational Program

Nevada and Placer County

360 Nevada Street
Auburn, CA 95603
(530) 889-5949
Fax (530) 887-1704

www.otan.dni.us/gsierra/49er/index.htm

Programs Offered:

Animal and Veterinary Careers	Electronics, Basic
Automotive Services	Electronics, Advanced
Automotive Technologies	Financial Services Careers
Business Careers	Graphic Communications
Computer Studies	Graphic Arts/Printing
Computer Systems Management	Health Careers
Construction Technologies	Marketing and Sales Careers
Cosmetology	Sports Medicine Careers
Dental Assistant	Video Production
Early Childhood Education	

Available Services:

Access to public transportation
Apprenticeship programs
Career counseling
Career/vocational assessment
Disabled student access
Job placement assistance
Veteran approved

Time to Complete Program: 1 - 2 semesters
Cost: \$50.00/semester plus class registration fee
Other Fees: Books/material fees or deposit
Entrance Requirements: 16 years or older
Received upon Completion: Certificate of completion
Open entry/Open exit: No

ADULT EDUCATION

Nevada Union Adult Education

Placer School for Adults

Roseville Adult School

Training Provider

Nevada Union Adult Education

Nevada County

340 Buena Vista
Grass Valley, CA 95945
(530) 272-2643
Fax (530) 272-3422

<i>Programs Offered:</i>	Accounting, Beginning Accounting, Advanced Auto Body & Painting Basic Computer Skills and Applications Computers Computer Aided Drafting Emergency Medical Technician Furniture/Cabinet Making Welding
<i>Available Services:</i>	Access to public transportation
<i>Time to Complete Program:</i>	1 – 8 months
<i>Cost:</i>	\$25.00 - \$110.00
<i>Other Fees:</i>	Books/material fees or deposit
<i>Entrance Requirements:</i>	Computer classes require keyboard knowledge, otherwise no prerequisites
<i>Received upon Completion:</i>	Certificate of completion
<i>Open entry/Open exit:</i>	No

Training Provider

Placer School for Adults

Placer County

390 Finley Street
Auburn, CA 95603
(530) 885-8585
Fax (530) 823-1406
www.puhs.k12.ca.us

Programs Offered: Accounting I
Automated Accounting/Quickbooks
Business Applications
Hazardous Waste
Operating Systems
Special Interest - Internet
Software Packages/Desktop
Understanding MSDS
Welding
Woodworking

Available Services: Access to public transportation
Career counseling
Counseling services for GED
Financial aid/assistance
Job placement assistance

Time to Complete Program: 8 hours - 3 months
Cost: \$20.00 - \$100.00
Other Fees: Material fees/lab fees
Entrance Requirements: 18 years or older
Received upon Completion: Certificate of completion
Open entry/Open exit No

Training Provider

Roseville Adult School

Placer County

200 Branstetter Street
Roseville, CA 95678
(916) 782-3952
Fax (916) 782-4361
www.rjuhsd.k12.ca.us

<i>Programs Offered:</i>	Accounting, Clerk, Computerized Administrative Clerk Cosmetologist/Esthetician Small Business Owner
<i>Available Services:</i>	Access to public transportation Career counseling Job placement
<i>Time to Complete Program:</i>	2 weeks – 1 year
<i>Cost:</i>	\$20.00 - \$65.00
<i>Other Fees:</i>	Books/material fees or deposit
<i>Entrance Requirements:</i>	Keyboard knowledge. For Cosmetologist/Esthetician – check with school
<i>Received upon Completion:</i>	Certificate of completion Cosmetologist/Esthetician; Licensed cosmetologist after passing State Board
<i>Open entry/Open exit:</i>	No

PRIVATE SCHOOLS

Aviation and Electronic Schools of America

The Body Institute

California College of Ayurveda

California Motel Training

California Paralegal College

Foothills Massage School

Healing Arts Institute

Jerry Lee Beauty College

Lake Tahoe Massage School

Phillips School of Massage

Sierra Family Services

Truckee Tahoe Training

Private Schools

Aviation & Electronic Schools of America

P.O. Box 1810
Colfax, CA 95713
(530) 346-6792
Fax (530) 346-8466
www.aesa.com

<i>Programs Offered:</i>	Aviation Computers Telecommunications
<i>Available Services:</i>	Job placement assistance Distance learning
<i>Time to Complete Program:</i>	5 – 9 weeks
<i>Cost:</i>	\$5,030.00 - \$7,475.00
<i>Other Fees:</i>	None
<i>Entrance Requirements:</i>	High school diploma or GED
<i>Received upon Completion:</i>	Certificate of completion
<i>Open-entry/Open-exit:</i>	No

The Body Institute

8331 Sierra College Blvd., Suite 210
Granite Bay, CA 95746
(916) 791-1951
Fax (916) 791-0119
www.bodyinstitute.com

<i>Programs Offered:</i>	Massage
<i>Available Services:</i>	Job placement assistance Career development Counseling
<i>Time to Complete Program:</i>	20 weeks – 1 ½ years
<i>Cost:</i>	\$1,399.00 - \$3,080.00
<i>Other Fees:</i>	None
<i>Entrance Requirements:</i>	None
<i>Received upon Completion:</i>	Certificate of completion
<i>Open-entry/Open-exit:</i>	No

Golden Sierra Job Training Agency – Alpine, El Dorado, Nevada, Placer, and Sierra Counties

Private Schools

California College of Ayurveda

135 Argall Way
Nevada City, CA 95959
(530) 265-4300
Fax (530) 265-4003
www.ayurveda-college.com

<i>Programs Offered:</i>	Clinical Ayurvedic Specialist
<i>Available Services:</i>	Access to public transportation Career/vocational assessment
<i>Time to Complete Program:</i>	2 years
<i>Cost:</i>	\$6,250.00
<i>Other Fees:</i>	Book/material fees
<i>Entrance Requirements:</i>	High school diploma
<i>Received upon Completion:</i>	Certificate of completion
<i>Open-entry/Open-exit:</i>	No

California Motel Training

801 Riverside Ave., Suite 104
Roseville, CA 95678
(916) 791-8250
Fax (916) 791-8269

<i>Programs Offered:</i>	Hotel/Motel Management Training
<i>Available Services:</i>	Access to public transportation Job placement assistance Resume
<i>Time to Complete Program:</i>	5 weeks
<i>Cost:</i>	\$3,068.00
<i>Other Fees:</i>	None
<i>Entrance Requirements:</i>	ATB exam, math test, interview
<i>Received upon Completion:</i>	Certificate of completion
<i>Open-entry/Open-exit:</i>	No

Private Schools

California Paralegal College

461 Grass Valley Hwy., Suite 18
Auburn, CA 95603
(530) 272-5768 (Fax also)

<i>Programs Offered:</i>	Legal Assistant Paralegal
<i>Available Services:</i>	Access to public transportation Career counseling Career/vocational assessment Financial aid/assistance Job placement assistance
<i>Time to Complete Program:</i>	10 – 18 months
<i>Cost:</i>	Approximately \$5,392.00
<i>Other Fees:</i>	Computer lab time
<i>Entrance Requirements:</i>	High school diploma or GED, successful completion of PAR Aptitude test, tour of school, and personal interview with director
<i>Received upon Completion:</i>	Certificate of completion
<i>Open-entry/Open-exit:</i>	Yes

Foothills Massage School

P.O. Box 826
North San Juan, CA 95960
(530) 292-3123
Fax (530) 292-0106

<i>Programs Offered:</i>	Massage Therapy Training
<i>Available Services:</i>	None
<i>Time to Complete Program:</i>	10 weeks
<i>Cost:</i>	\$520.00
<i>Other Fees:</i>	Book/material fees
<i>Entrance Requirements:</i>	18 years, high school graduate
<i>Received upon Completion:</i>	Certificate of completion
<i>Open-entry/Open-exit:</i>	No

Private Schools

Healing Arts Institute

112 Douglas Boulevard
Roseville, CA 95678
(916) 782-1275
Fax (916) 783-4258
www.abundantthealth.com

<i>Programs Offered:</i>	Accupressure Massage Training Massage Therapy Training
<i>Available Services:</i>	Access to public transportation Payment plans available
<i>Time to Complete Program:</i>	1 – 4 months
<i>Cost:</i>	\$950.00 – \$1075.00
<i>Other Fees:</i>	Book/material fees or deposits
<i>Entrance Requirements:</i>	18 years, high school graduate
<i>Received upon Completion:</i>	Diploma
<i>Open-entry/Open-exit:</i>	No

Jerry Lee Beauty College

200 Whyte Avenue
Roseville, CA 95661
(916) 726-5577
Fax (916) 726-3213

<i>Programs Offered:</i>	Cosmetology Manicuring
<i>Available Services:</i>	Access to public transportation Career/vocational assessment Counseling services Financial aid/assistance
<i>Time to Complete Program:</i>	10 weeks - 1 year
<i>Cost:</i>	\$1,225.00 – \$3,000.00
<i>Other Fees:</i>	Book/material fees
<i>Entrance Requirements:</i>	16 years, school entrance exam
<i>Received upon Completion:</i>	Diploma
<i>Open-entry/Open-exit:</i>	Yes

Private Schools

Lake Tahoe Massage School

P.O. Box 9927
South Lake Tahoe, CA 96158
(530) 544-1227
www.gorge.net/casiera/ltms.htm

<i>Programs Offered:</i>	Massage Practitioner Program
<i>Available Services:</i>	Access to public transportation Financial aid/assistance Job placement assistance
<i>Time to Complete Program:</i>	3 months
<i>Cost:</i>	\$1,250.00
<i>Other Fees:</i>	Book/registration fees: \$65.00
<i>Entrance Requirements:</i>	None
<i>Received upon Completion:</i>	Ability to obtain business license
<i>Open-entry/Open-exit:</i>	No

Phillips School of Massage

101 Broad Street
Nevada City, CA 95959
(530) 265-4645
Fax (530) 265-9485
www.jps.net/psm

<i>Programs Offered:</i>	Massage Therapy CMT
<i>Available Services:</i>	Access to public transportation
<i>Time to Complete Program:</i>	7 weeks
<i>Cost:</i>	\$1,700.00
<i>Other Fees:</i>	None
<i>Entrance Requirements:</i>	Ability to learn massage therapy
<i>Received upon Completion:</i>	CMT certificate of completion
<i>Open-entry/Open-exit:</i>	No

Private Schools

Sierra Family Services

1240 High Street, Suite 14
Auburn, CA 95603
(530) 885-4632
Fax (530) 885-4669
www.foothill.net/

<i>Programs Offered:</i>	Office Skills and Computer Training
<i>Available Services:</i>	Access to public transportation Career counseling Career/vocational assessment Job placement assistance
<i>Time to Complete Program:</i>	9 weeks
<i>Cost:</i>	\$4,359.00
<i>Other Fees:</i>	None
<i>Entrance Requirements:</i>	Keyboard familiarity, aptitude to work with computers, motivation and availability for employment
<i>Received upon Completion:</i>	Certificate of completion
<i>Open-entry/Open-exit:</i>	No

Truckee Tahoe Training

10015 Palisades Dr., Suite 3
Truckee, CA 96161
(530) 582-0361
Fax (530) 587-3827

<i>Programs Offered:</i>	Computer Information Classes
<i>Available Services:</i>	Computer Training
<i>Time to Complete Program:</i>	12 – 60 hours
<i>Cost:</i>	\$45.00 - \$150.00/class
<i>Other Fees:</i>	Books and supplies
<i>Entrance Requirements:</i>	High school diploma or GED
<i>Received upon Completion:</i>	Certificate of completion
<i>Open-entry/Open-exit:</i>	Yes

APPENDIX

DEFINITIONS AND TERMINOLOGY

Occupational Title and Definition

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) titles or Dictionary of Occupational Titles (DOT). The occupations were selected for survey based on the needs of local users of occupational information.

Wages and Benefits

The wage data enable comparison of salaries across occupations expressed in salary ranges and median wage. The data are not intended to represent official prevailing wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision. The ranges are based primarily on employer surveys and contacts with unions. Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. For the years 1997 and 1998, employers were asked if their employees were members of a union. In 1999, employers were asked if their employees wages were subject to collective bargaining or union agreement.

Data collection was conducted in the summer of 1997, the summer of 1998, and the summer of 1999. The 1997 data reflects wages after the minimum wage increase March 1, 1997 to \$5.00 per hour. The 1998 data reflects wages after the March 1, 1998 minimum wage increase to \$5.75 per hour.

Wage data reflect the following definitions:

- | | | |
|---|---|--|
| New Hires, no experience | - | The wages of persons trained but with no paid experience in the occupation. |
| New Hires, experienced | - | The wages paid to journey-level or experienced persons just starting at the firm. |
| Experienced after three years with firm | - | The wages generally paid to persons with three years journey-level experience at the firm. |

Benefits surveyed include Medical Insurance, Dental Insurance, Vision Insurance, Life Insurance, Paid Sick Leave, Paid Vacation, Retirement Plan, Child Care and Other (not shown). In 1999, employers were asked if they offered benefits and, if so, who paid for the benefits.

Projections

The following standard terms describe the expected growth rate for all occupations within Golden Sierra's five county area. The growth rate for 1997 surveyed occupations was obtained from the 1993 through 2000 projections and was determined to be 23.1% (3.3% annually). The growth rate for 1998 and 1999 surveyed occupations was obtained from the 1995 through 2002 projections and was determined to be 27.7% (4% annually). Growth rates determined were from Projections and Planning Information, Golden Sierra Consortium, published by the State of California, Employment Development Department, Labor Market Information Division. Employment trends are subject to many unforeseen factors, and it is important not to overemphasize growth in an occupation. The percentage shown below are for the 1995 through 2002 projections:

Much Faster Than Average	-	1.50 times average or more, 34.7% or greater
Faster Than Average	-	1.10 to but not including 1.50, 25.4% to 34.6%
Average	-	0.90 to but not including 1.10 times average, 20.8% to 25.3%
Slower than Average	-	0 to 0.90 times average, 0.1% to 20.7%
Remain Stable	-	Zero
Slow Decline	-	Less than zero

For most occupations, more openings are the result of workers leaving the labor force (attrition) or changing occupations than of industry growth. Replacement openings are numerous in occupations with relatively low training.

Size of Occupation

This term is used to describe the size of a particular occupation as it relates to the estimated total number of workers in the Golden Sierra area (Alpine, El Dorado, Nevada, Placer, and Sierra Counties). Occupational size for this report is measured using the following scale:

1997 Size of Occupation			1998 Size of Occupation		
Small	-	less than 200 workers	Small	-	less than 222
Medium	-	200 to 400	Medium	-	222 to 443
Large	-	401 to 868 workers	Large	-	444 to 962
Very Large	-	more than 868 workers	Very Large	-	more than 962 workers
1999 Size of Occupation					
	Small	-		less than 230	
	Medium	-		230 to 459	
	Large	-		460 to 996	
	Very Large	-		more than 996 workers	

Also shown are the percentages of males and females reported to be employed in this occupation.

Supply/Demand Assessment

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry-level and experienced positions in the occupation. The terms used to describe the supply/demand situation found in the area are currently defined as follows:

1997 and 1998 Supply/Demand Terminology

Great Difficulty	Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Job market is very good.
Some Difficulty	Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Job market is good.
Little Difficulty	Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking. Job market is competitive.
No Difficulty	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants. Job market is very competitive.

1999 Supply/Demand Terminology

Very Difficult	Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter little competition in their job search.
Moderately Difficult	Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Applicants encounter some competition in their job search.
Not Difficult	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicant.

Hiring Methods surveyed include In-house Promotions or Transfers, Newspaper Ads, Internet, EDD, Walk-in Applicants, Colleges/Universities, School/Program Referrals, Union Hall Referrals, Employee Referrals, Private Employment Agencies, Trade Journals, and Other. When Other had a response, the Other category was included in the responses by replacing another hiring method category having no responses.

Where the Jobs Are

Information on the major industries employing each occupation is based on the Golden Sierra “Projections for Employment” provided by EDD/LMID. The terms used in this section are taken from the Standard Industrial Classification (SIC) Manual. Usually, the top four or five industries are reported, in addition to the Other category. The Other category includes all the other industries too numerous to identify.

Other Information

This section shows survey information regarding the shifts (shown only for 1999), hours worked, and any additional wage information from the employers responding to the survey. Other sources of information include CA Occupational Guide # from the January 1996 edition of the California Occupational Guide and DOT Code # from the Dictionary Occupational Titles, Revised 4th Edition.

When reference is made to “most,” “many,” or “some,” the following guidelines apply:

All Employers	-	100%
Almost All Employers	-	80% up to but not including 100%
Most Employers	-	60% up to but not including 80%
Many Employers	-	40% up to but not including 60%
Some Employers	-	20% up to but not including 40%
Few Employers	-	Less than 20%

Employer Requirements

Training and Experience

This section presents the percentages of employers surveyed who require work experience as a prerequisite for employment and accept training as a substitute for required experience.

Qualifications

Skills for the occupations in this report are grouped into three categories: Technical, Physical, and Personal. Information in this section was collected from the CCOIS Skills by Occupation Report.

Licensing

When licensing is required for an occupation, the requirements are included in the Qualifications section of the occupational summary.

Education

While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report. In 1997 and 1998, employers were asked if employees had some college but no degree. In 1999, employers were not asked if the employees had some college but no degree.

PROGRAM METHODS

Occupational Selection

A multi-step process was used to select the occupations for the 1997, 1998, and 1999 projects.

To narrow the list of potential occupations to be surveyed, Golden Sierra and Labor Market Information Division of the State of California established criteria which an occupation had to meet:

- Training should be required for entry into the occupation.
- Occupations should provide needed occupational information for potential users.
- Occupations should be defined by the OES classification system and/or Dictionary of Occupational Titles. Exceptions may be approved by the Labor Market Information Division.

Using the above criteria, Golden Sierra staff was able to put together a preliminary list of occupations. This preliminary list was sent to community members who are potential users of labor market information. These individuals were asked to supply comments and recommendations. Valuable input was received from the community members.

Using the local input from potential users in conjunction with the established guidelines, Golden Sierra staff selected the occupations for inclusion in the 1997, 1998, and 1999 surveys.

Definitions of Occupations

An occupation has a name or title and a description of the job that identifies the various activities and functions of a worker. In other words, occupations represent what workers do. Job Classifications used in this program are derived from the Occupational Employment Statistics (OES) classification system and the Dictionary of Occupational Titles (DOT) developed by the U. S. Department of Labor's Bureau of Labor Statistics (BLS). Labor market information users find these occupational data sources comprehensive and economically useful. If a DOT code definition does not describe an

occupation accurately, the DOT definition may be modified slightly to more closely represent the occupation. This new definition is considered to be a Modified DOT Code. The last three digits of a Modified DOT code are always 999.

Survey Sample Selection

After the occupations were selected and defined, an employer sample was developed for each occupation.

An important consideration in determining the sample was to accurately represent both businesses and workers. To accomplish this, businesses are assigned to one or more of nine major industry groups (agriculture, retail sales, manufacturing, construction, etc.), utilizing the Standard Industrial Classification (SIC) Codes. Assignments to the industrial groups are determined by examining the economic activity (products or services produced) in which the business is engaged. The businesses in the sample should reflect the incidence of workers within the industry group.

Employment Development Department staff of Labor Market Information Division, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. Each occupation sample was assigned 40 active employers; however, some occupations had fewer. This sample was carefully reviewed by Golden Sierra staff, and employers were added and deleted as appropriate.

Questionnaire Development

Separate questionnaires were developed for each of the occupations. The Employment Development Department developed the framework of questions to be asked. Some questions, which were reviewed by the Golden Sierra staff, were asked for all occupations.

Survey Procedures

Golden Sierra used the following survey procedures:

- Golden Sierra called the employers of a sample to ask if they would be willing to participate in this survey process.
- A cover letter introducing the survey, and a survey were then sent to each active employer in the sample. The letter explained the purpose and methods of the survey. The confidentiality of the information was clearly expressed to the employers.
- If an employer did not respond to the mailing, Golden Sierra staff would again contact them by phone to request their cooperation in this survey.
- If a sufficient number of responses (50%) could not be obtained in a reasonable time with the employers in the active sample, employers from the inactive list could be contacted or staff could use their own knowledge of local firms, yellow pages, or local Chambers of Commerce to add to the list.
- All surveys were reviewed by the Golden Sierra staff to monitor for accuracy and completeness. Employers were contacted if the answers to the survey questions were unclear or conflicted with other answers or information.
- To acquire additional information about the occupations, Golden Sierra contacted training providers and schools.

Tabulation and Results

The survey responses were entered into a data base and tabulations were prepared. From those tabulations the data was analyzed and final occupational summaries were prepared by Golden Sierra staff. Each occupational summary provides information on training and hiring requirements, size of occupation, employment trends, supply/demand assessment, wages and fringe benefits, and other information. Specific employer information is and will remain confidential.



Please return completed questionnaire to:

Golden Sierra Job Training Agency

117 New Mohawk Rd., Ste. E

Nevada City CA 95959

Phone: (530) 265-3201

Fax: (530) 265-5297

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

NAME: _____

POSITION: _____

PHONE: _____

FAX: _____

Please complete this questionnaire for the occupation described below. If you have multiple locations, please confine your answers to locations in **your county**. Please call the number above if you have questions.

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Please do not include individuals whose primary duty is operating special office machines.

1. What job title(s) do **you** use for these duties _____ 005

2. How many employees do you **currently** have in this occupation? _____ 010
How many of these fall within each of the following categories, and how many hours per **week** do they work, on average?

NUMBER OF EMPLOYEES

AVERAGE WEEKLY HOURS

Regular, Full Time:

--	--	--	--

590

Regular, Part Time:

--	--	--	--

650

Temporary Or On-Call:

--	--	--	--

630

Seasonal:

--	--	--	--

610

--	--

591

--	--

651

--	--

631

--	--

611

3. Of the people you have hired into this occupation over the last 12 months, how many were hired to fill:

vacancies resulting from promotions within your firm?

--	--	--	--

031

vacancies resulting from people in permanent positions leaving your firm?

--	--	--	--

032

new permanent positions resulting from growth?

--	--	--	--

030

temporary or seasonal positions?

--	--	--	--

033

4. Of the employees you currently have in this occupation, how many are: **MALE?** _____ 060 **FEMALE?** _____ 061

5. During the last year, did your firm's employment in this occupation: (Please Check One)

DECLINE ☐ 480 3

REMAIN STABLE ☐ 480 2

GROW ☐ 480 1

Why? _____ 481

6. Over the next three years, do you expect your firm's employment in this occupation to: (Please Check One)

DECLINE ☐ 740 3

REMAIN STABLE ☐ 740 2

GROW ☐ 740 1

Why? _____ 741

7. Are your employees in this occupation members of a union? (Please Check One) **YES** ☐ 300 1 **NO** ☐ 300 2

8. For the people you hire into this occupation, is previous experience required? (Please Check One)

NEVER ☐ 390 4

SOMETIMES ☐ 390 3

USUALLY ☐ 390 2

ALWAYS ☐ 390 1

9. If you require previous experience, what jobs can it be in and how many months of experience meet your qualifications?

(Job Title) 414 (Months of Experience) 416 (Job title) 415 (Months of Experience) 417

10. How difficult is it to find **fully experienced and qualified** applicants? (Please Check One)

NOT DIFFICULT ☐ 721 1 A LITTLE DIFFICULT ☐ 721 2 SOMEWHAT DIFFICULT ☐ 721 3 VERY DIFFICULT ☐ 721 4

11. If you ever hire **inexperienced** applicants (trained or untrained), how difficult is it to find applicants who meet your hiring standards? (Please Check One)

NOT DIFFICULT ☐ 731 1 A LITTLE DIFFICULT ☐ 731 2 SOMEWHAT DIFFICULT ☐ 731 3 VERY DIFFICULT ☐ 731 4

12. Is training acceptable as a substitute for experience? (Please Check One)

NEVER ☐ 391 4 SOMETIMES ☐ 391 3 USUALLY ☐ 391 2 ALWAYS ☐ 391 1

13. If training or certification is required prior to employment, please describe what is needed and how much.

(Training or Certification Needed) 153 _____ 156
(Months of Training)

14. What level of formal education do most of your recently hired employees in this occupation have? (Please Check One)

LESS THAN HIGH SCHOOL <input type="checkbox"/> 140	ASSOCIATE (2 YEAR) DEGREE <input type="checkbox"/> 142
HIGH SCHOOL OR EQUIVALENT <input type="checkbox"/> 141	BACHELOR (4 YEAR) DEGREE <input type="checkbox"/> 144
SOME COLLEGE, BUT NO DEGREE <input type="checkbox"/> 157	GRADUATE STUDY <input type="checkbox"/> 158

15. What type of computer software skills, if any, do you seek in applicants for this occupation? (Please check all that apply)

WORD PROCESSING ☐ 051 SPREADSHEET ☐ 050 DATABASE ☐ 052 DESKTOP PUBLISHING ☐ 053

Other (Please Specify): _____ 054 _____ 055

16. Over the next three years, what new skills are needed to perform the functions of this occupation and what skills are becoming obsolete?

NEW SKILLS:	OBSOLETE SKILLS:
_____ 460	_____ 462
_____ 461	_____ 463

17. What is the usual income earned by your employees in this occupation at the following levels of skill and experience? Please separate the base wage or salary from tips and commissions, if applicable.

	BASE WAGE OR SALARY	TIPS OR COMMISSIONS
New Hires With No Experience (Trained or Untrained):	\$ _____ 550	\$ _____ 553
New Hires Who Are Experienced:	\$ _____ 551	\$ _____ 554
Experienced Employees After Three Years With Your Firm:	\$ _____ 552	\$ _____ 555

	Per: (Please Check One)	HOUR MONTH <input type="checkbox"/> 556 H <input type="checkbox"/> 556 M	WEEK YEAR <input type="checkbox"/> 556 W <input type="checkbox"/> 556 A	HOUR MONTH <input type="checkbox"/> 557 H <input type="checkbox"/> 557 M	WEEK YEAR <input type="checkbox"/> 557 W <input type="checkbox"/> 557 A
Other(Please specify)		_____ <input type="checkbox"/> 556 O		Other _____ <input type="checkbox"/> 557 O	

18. Does your firm offer benefits to employees in this occupation? (Please Check One)

If yes, please specify: (Please Check All That Apply)

	FULL-TIME	PART-TIME		FULL-TIME	PART-TIME
MEDICAL INSURANCE <input type="checkbox"/> 573	<input type="checkbox"/> 583	PAID SICK LEAVE <input type="checkbox"/> 571	<input type="checkbox"/> 581		
DENTAL INSURANCE <input type="checkbox"/> 574	<input type="checkbox"/> 584	PAID VACATION <input type="checkbox"/> 570	<input type="checkbox"/> 580		
VISION INSURANCE <input type="checkbox"/> 575	<input type="checkbox"/> 585	RETIREMENT PLAN <input type="checkbox"/> 572	<input type="checkbox"/> 582		
LIFE INSURANCE <input type="checkbox"/> 576	<input type="checkbox"/> 586	CHILD CARE <input type="checkbox"/> 577	<input type="checkbox"/> 587		
Other (Please Specify): _____ 578		_____ 588			

19. Do you ever promote employees from this occupation to higher level position? (Please Check One)

YES ☐ 514 1 NO ☐ 514 2

If yes, please specify: _____ 510

20. When you recruit employees for this occupation, which of the following methods do you **primarily** use ? (Check all that apply)

EMPLOYEES' REFERRALS <input type="checkbox"/> 371	PUBLIC SCHOOL OR PROGRAM REFERRALS <input type="checkbox"/> 376
RECRUIT VIA NEWSPAPER ADS <input type="checkbox"/> 372	PRIVATE SCHOOL REFERRALS <input type="checkbox"/> 377
PRIVATE EMPLOYMENT AGENCIES <input type="checkbox"/> 373	EMPLOYMENT DEVELOPMENT DEPT. <input type="checkbox"/> 374
HIRE UNSOLICITED APPLICANTS <input type="checkbox"/> 379	UNION HALL REFERRALS <input type="checkbox"/> 378
IN-HOUSE PROMOTION OR TRANSFER <input type="checkbox"/> 370	Other(Please specify): _____ <input type="checkbox"/> 380

THANK YOU FOR YOUR COOPERATION !

Would you like to receive the outlook summary for this or any other occupation? (Please check one) YES ☐ 382 1 NO ☐ 382 2

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: _____

Position: _____

Phone: _____ Fax: _____

Occupation: General Office Clerks		
General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Please do not include workers whose duties are narrowly defined.		
Does your firm employ any individual performing the duties in the occupation described above? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete this survey for the occupation described. If no, please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in your county .		
1. What job title(s) does your firm use for these duties ?	Job Title(s): _____	
2. a. How many employees does your firm currently have in this occupation ?	Number of Employees: _____	
b. In this occupation , how many are:	Number of Males: _____	Number of Females: _____
c. In this occupation , how many current employees are there and on average how many weekly hours do they work?		
Regular, Full Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Regular, Part Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Temporary/On Call:	Number of Employees: _____	Average Weekly Hours Worked: _____
Seasonal:	Number of Employees: _____	Average Weekly Hours Worked: _____
3. In your firm, what shifts are available for this occupation ? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____	
4. Has your firm hired in this occupation within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many were hired to fill:		
vacancies resulting from promotions within your firm?		
vacancies resulting from people in permanent positions leaving your firm?		
new permanent positions resulting from growth?		
temporary, on call, or seasonal positions?		
5. a. During the last 12 months, did your firm's employment in this occupation : (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
6. When you hire applicants for this occupation , is prior experience in this occupation required? If yes or preferred , how much experience in this occupation is required/preferred? Is experience in other occupations accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months) <input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below: Occupation: _____ (months)	
7. If prior experience is required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		
8. If prior experience is <u>not</u> required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		

9. Does your firm accept training as a substitute for experience in this occupation? If yes, how many months of training can generally be substituted?		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ (months)						
10. Is technical or vocational training required prior to employment in this occupation ? If yes or preferred, what kind of training is required ?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months)						
11. What is the minimum level of education your firm requires when hiring an applicant in this occupation ? (Check one).								
<input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or equivalent <input type="checkbox"/> Associate Degree (2 year) <input type="checkbox"/> Bachelor Degree (4 year) <input type="checkbox"/> Graduate Study								
12. What is the usual income earned by your firm's employees in this occupation at the following levels of skills and experience?		For other compensation, please indicate the average overall earnings and types(s) of compensation.						
<ul style="list-style-type: none"> • New hires, no experience (trained or untrained): • New hires who are experienced: • Experienced employees after 3 years with your firm: <p style="text-align: center;">(Please check one)</p>	<u>Base Wage or Salary</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Other Compensation</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Type of Compensation</u> <input type="checkbox"/> Commission <input type="checkbox"/> Tips <input type="checkbox"/> Bonus <input type="checkbox"/> Piece Rate <input type="checkbox"/> Other Specify: _____					
13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number?			<input type="checkbox"/> Yes <input type="checkbox"/> No _____					
14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:								
	<u>Employer Pays All</u>		<u>Share Cost</u>	<u>Employee Pays All</u>	<u>Not Provided</u>			
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please Specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. a. Does your firm ever promote employees in this occupation to higher level positions? If yes, what are the titles of the positions to which they may be promoted?					<input type="checkbox"/> Yes <input type="checkbox"/> No _____			
b. What skills are important for career advancement?					_____			
16. What computer software skills, if any, does your firm seek in applicants for this occupation ? (Please check all that apply)								
Specify software names: <input type="checkbox"/> None								
<input type="checkbox"/> Word Processing <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Database <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Other: _____								
17. What other new skills are needed to perform the duties of this occupation? _____								
18. When your firm hires employees for this occupation , which are the top three most successful recruitment methods?								
<input type="checkbox"/> In-house promotions or transfers <input type="checkbox"/> Newspaper ads <input type="checkbox"/> Internet <input type="checkbox"/> EDD <input type="checkbox"/> Walk-in applicants <input type="checkbox"/> Colleges/Universities <input type="checkbox"/> School/program referrals <input type="checkbox"/> Union hall referrals <input type="checkbox"/> Employee referrals <input type="checkbox"/> Private employment agencies <input type="checkbox"/> Trade journals <input type="checkbox"/> Other (Please specify): _____								
19. Are you aware of any new, changing, or emerging occupations in your industry? Please specify:					<input type="checkbox"/> Yes <input type="checkbox"/> No _____			
Would you like to receive a complimentary copy of the survey results for this occupation?							<input type="checkbox"/> Yes <input type="checkbox"/> No	

GOLDEN SIERRA'S OCCUPATIONS SURVEYED 1990 - 1999

Accountants and Auditors – 93 - 98	Drywall Installers - 91
Animal Health Technician - 96	Electrical/Electronic Engineering Technicians - 90 - 93 -96
Appraisers - Real Estate - 95	Electrical and Electronic Assemblers - 93 - 97
Assemblers and Fabricators - 93 - 96	Electricians - 92 - 96
Automotive Body Repair - 92 - 96	Electronic and Electrical Engineers - 91
Automotive Mechanics - 92 - 96	Electronic Home Entertainment Equipment Repairs - 90
Bakers - Bread and Pastry - 92 - 97	Emergency Medical Technician / Paramedic - 91
Bartenders - 92 - 96	Excavating and Loading Machine Operators - 97
Billing, Cost & Rate Clerks - 96	Financial Managers – 93 - 98
Bookkeeping/Accounting/Auditing Clerks – 90 - 94 - 98	Firefighters - 92 - 97
Bus and Truck and Diesel Engine Specialists - 93	First Line Supervisors – 97
Butchers and Meat Cutters - 93	Forklift Operators - 99
Cabinetmakers and Bench Carpenters -90	Food Preparation Workers - 92 - 96
Carpenters - 90 – 93 - 98	Food Service Managers - 93 - 97
Cashiers - 91 – 95 - 99	Gardeners, Groundskeepers - Except Farm - 95
Child Care Workers - 90 – 94 – 98	General Office Clerks - 91 – 95 - 99
Clergy - 98	Guards and Watch Guards - 93
Computer Aided Design Technicians - 96	Hairdressers, Hair stylists and Cosmetologists - 91
Computer Engineers - 97	Heating/Refrig./ Air Conditioning Mechanics – 92 - 98
Computer Operators -Except Peripheral Equipment - 90	Home Health Aides - 92 – 95 - 99
Computer Support Specialist - 97	Hotel Desk Clerks - 90 - 97
Concrete and Terrazzo Finishers - 93	Human Services Worker - 94
Construction Manager - 94	Instructional Aides - 92 - 96
Cook - Short Order – 94 - 98	Instructors & Coaches – Sports & Physical Training – 95
Cooks - Restaurants - 90 – 95 - 99	Internet Web Sit Designers/Developers - 99
Counter and Rental Clerks – 94 - 99	Interior Designers - 97
Data Entry Keyers – 91	Janitors and Cleaners - Except Maids - 91 – 95 - 99
Data Processing Equipment Repairers - 98	Laborers, Landscaping and Groundskeeping – 91 - 98
Dental Assistants – 95 - 98	Lan/Wan Network Managers - 97
Dental Hygienists - 92 - 96	Laundry and Dry-Cleaning Machine Operators - 95
Dental Lab Technician, precision - 94	Legal Secretaries - 93 - 97
Desktop Publishing – 90 - 98	Licensed Vocational Nurses - 90 – 95 - 99
Drafters – 91	Loan and Credit Clerks - 92
Driver/Sales Workers - 98	Loan Officers and Counselors – 93 - 98

Lodging Managers – 94 - 98	Secretaries, General - 90 – 93 - 98
Machinists - 90 – 94 - 99	Sheet Metal Worker - 94
Maids and Housekeeping Cleaners – 91 - 99	Ski Lift Mechanics – 90
Maintenance Repairers, General Utility – 90 - 99	Social Workers – Except Medical and Psychiatric – 99
Marketing, Advertising, Public Relations Manager – 94	Software Engineers - 99
Medical and Clinical Lab Assistants - 99	Stock Clerks - Sales Floor - 92 – 96
Medical and Clinical Lab Technicians - 93	Stock Clerks - Stockroom, Warehouse, Storage Yard - 99
Medical Assistants - 90 - 93 - 97	Surveyors - 98
Medical Secretaries - 91	Systems Analyst - 94
Nursery Worker - 94 - 97	Teachers - Elementary - 92 - 97
Nurse's Aides - 91 – 94 - 98	Teachers - Secondary - 92 - 97
Operating Engineer - 94	Teachers - Special Education - 96
Optometric Assistant - 97	Tellers - 91 – 95 - 99
Painters and Paperhangers - 90	Tire Repairer & Changer - 94
Paralegal Personnel - 91 – 95 - 99	Title Examiners and Abstractors - 93
Personnel, Training, Labor Relations Specialists - 95	Traffic, and Shipping and Receiving Clerks - 92 - 97
Pest Controllers and Assistants - 95	Travel Agents - 92
Pharmacy Technicians - 95	Truck Drivers, Heavy or Tractor Trailer – 90 - 98
Physical Therapist Aide - 96	Truck Drivers - Light - 91 - 95
Physical Therapist Assistant - 96	Typists, Word Processors - 90
Physical Therapists – 94 - 99	Underwriters - 95
Police Patrol Officers - 94	Veterinarians and Veterinary Inspectors - 93
Precision Assemblers – Electronic/Electrical Repair- 90	Waiters and Waitresses - 93 - 96
Preschool Teachers – 91 - 96	Welders and Cutters - 92 - 97
Printing Press Operators and Tenders - 95	Welfare and Eligibility Workers & Interviewers - 92
Property and Real Estate Managers - 93	
Radiological Technologists, Diagnostic - 94	
Receptionists and Information Clerks - 96 - 91	
Registered Nurses - 92 - 97	
Roofer – 94	
Sales Agents and Placers – Insurance – 98	
Sales Agents – Selected Business Services - 99	
Sales Person - Retail - 90 - 96	
Sales Persons - Parts - 95	
Sawing Machine Operators and Tenders - 90	

INDEX OF PROGRAMS

Index of Programs

Agriculture

Agriculture, General (Sierra College), 143
Agriculture, Suburban (Sierra College), 143

Animals

Animal Health (CS ROP), 146
Animal Husbandry (Sierra College), 143
Animal and Veterinary (49er ROP), 147
Equine Studies (Sierra College), 143

Apparel

Apparel Design & Production (Sierra College), 143
Fashion Merchandising (Sierra College), 143

Art

Art (Cosumnes), 140
Art (Lake Tahoe CC), 141

Automotive

Auto Body & Paint (NU Adult Ed), 150
Automotive Analysis (Sierra College), 143
Automotive Services (49er ROP), 147
Automotive Services (Body) (CS ROP), 146
Automotive Services (Engine) (CS ROP), 146
Auto Technologies (49er ROP), 147

Aviation

Aviation (Aviation & Elec. School), 154

Business

Accounting (Cosumnes), 140
Accounting (NU Adult Ed), 150
Accounting (Sierra College, NCC), 142
Accounting (Sierra College), 143
Accounting I (Placer School), 151
Accounting Clerk (Roseville Adult), 152
Administrative Clerk (Roseville Adult), 152
Administrative Assistant (Cosumnes), 140
Automated Accounting (Placer School), 151
Business (Cosumnes), 140

Business (Lake Tahoe CC), 141
Business Admin. (Sierra College, NCC), 142
Business Admin. (Sierra College), 143
Business Applications (Placer School), 151
Business Careers (49er ROP), 147
Business Office Admin. (Lake Tahoe CC), 141
Management (Sierra College, NCC), 142
Management (Sierra College), 143
Office Skills & Computer (SFS), 159
Office Technology (Sierra College, NCC), 142
Office Technology (Sierra College), 143
Operating Systems (Placer School), 151
Small Business Owner (Roseville Adult), 152

Child Care

Early Childhood Education (CS ROP), 146
Early Childhood Education (49er ROP), 147
Early Childhood Education
(Sierra College, NCC), 142
Early Childhood Education (Sierra College), 143
Early Childhood Education (Cosumnes), 140
Early Childhood Education
(Lake Tahoe CC), 141

Computers

Basic Computer Skills & Applications
(NU Adult Ed), 150
Computers (Aviation & Elec. School), 154
Computers (NU Adult Ed), 150
Computer Information Classes
(Truckee Tahoe), 159
Computer Information Science (Cosumnes), 140
Computer Integrated Electronics
(Sierra College, NCC), 142
Computer Integrated Electronics
(Sierra College), 143
Computer Studies (Sierra College, NCC), 142
Computer Studies (Sierra College), 143
Computer Studies (Lake Tahoe CC), 141
Computer Studies (49er ROP), 147
Computer Studies (CS ROP), 146

Computer Systems Management
(49er ROP), 147
Computer Technician (CS ROP), 146
Software Package/Desktop (Placer School), 151
Special Interest/Internet (Placer School), 151

Construction

Construction Technologies (49er ROP), 147
Construction Technology (Sierra College), 143

Cosmetology

Cosmetology (CS ROP), 146
Cosmetology (49er ROP), 147
Cosmetology/Esthetician (Roseville Adult), 152
Cosmetology (Jerry Lee Beauty College), 157
Manicuring (CS ROP), 146
Manicuring (Jerry Lee Beauty College), 157

Criminal Justice

Admin of Justice (Cosumnes), 140
Criminal Justice (Lake Tahoe CC), 141

Dental Careers

Dental Assistant (49er ROP), 147
Dental Assistant (CS ROP), 146

Drafting

Architect - CAD Drafting (CS ROP), 146
Computer-Aided Drafting (NU Adult Ed), 150
Drafting (Sierra College, NCC), 142
Drafting (Sierra College), 143

Electronics

Electronics (CS ROP), 146
Electronics (49er ROP), 147

Engineering

Engineering (Sierra College), 143

Financial Services

Financial Services (49er ROP), 147

Fire Science

Fire Control Technician (CS ROP), 146
Fire Science (Lake Tahoe CC), 141
Fire Science (Sierra College), 143

Forestry

Forestry (Sierra College), 143

Food Service

Culinary Arts (CS ROP), 146
Culinary Arts (Lake Tahoe CC), 141

Geology

Geology (Sierra College), 143

Graphics

Graphic Arts/Printing (CS ROP), 146
Graphic Arts/Printing (49er ROP), 147
Graphics Communications (49er ROP), 147

Hazardous Waste

Hazardous Waste (Placer School), 151
Understanding MSDS (Placer School), 151

Health Careers

Ayurvedic Specialist (CA Ayurveda), 155
Emergency Medical Tech. (NU Adult Ed), 150
Health Careers (49er ROP), 147
Health Careers – Office Technology
(Sierra College, NCC), 142
Health Sciences (Sierra College), 143
Medical Assisting (CS ROP), 146
Medical Office Asst. (Lake Tahoe CC), 141
Nursing, Registered (Sierra College), 143
Nursing, Vocational (Sierra College), 143
Sports Medicine (49er ROP), 147

Horticulture

Environmental Horticulture (Sierra College), 143
Floriculture (CS ROP), 146

Hotel/Motel Management

Hotel/Motel Management (CA Motel), 155

Human Services

Addiction Studies (Lake Tahoe CC), 141
Human Services (Cosumnes), 140

Industrial Technology

Industrial Technology (Sierra College), 143

Journalism

Journalism (Cosumnes), 140

Legal

Legal Assistant (Lake Tahoe CC), 141
Legal Assistant (CA Paralegal), 156
Paralegal, (CA Paralegal), 156

Marketing and Sales

Marketing (Sierra College, NCC), 142
Marketing (Sierra College), 143
Marketing and Sales (49er ROP), 147

Massage

Acupressure Massage (Healing Arts), 157
Certified Massage Therapist
(Phillips School), 158
Massage (Body Institute), 154
Massage Practitioner (Lake Tahoe School), 158
Massage Therapy (Foothills School), 156
Massage Therapy (Healing Arts), 157
Massage Therapy (Phillips School), 158

Metals

Manufacturing Technology (Sierra College), 143
Metal Fabrication/Welding (CS ROP), 146
Welding (NU Adult Ed), 150
Welding (Placer School), 151

Mining

Mining (Sierra College), 143

Multi Media

Communication Studies
(Sierra College, NCC), 142
Communication Studies (Sierra College), 143
Telecommunications
(Aviation & Elec. School), 154
Law Enforcement Video Production (CS ROP), 146
Video Production (CS ROP), 146
Video Production (49er ROP), 147
(Truckee High School)

Photography

Photography (CS ROP), 146
Photography (Lake Tahoe CC), 141
Photography (Sierra College), 143

Real Estate

Real Estate (Lake Tahoe CC), 141
Real Estate (Sierra College), 143

Teaching

Teacher's Aide (Sierra College), 143

Woodworking

Furniture/Cabinet Making (NU Adult Ed), 150
Woodworking (Placer School), 151